



Care of Documentation Policy

1. Purpose & Legal Basis

This policy ensures our preschool complies with the Early Years Foundation Stage (EYFS) statutory framework and relevant data protection and record-keeping legislation. It sets out clear procedures for accurate and timely documentation across all areas of practice, including safeguarding, accidents, SEND, funding, and parental communication.

2. Record-Keeping Principles

- Records must be accurate, up to date, confidential, and securely stored.
 - They must be accessible to relevant staff, professionals, and inspectors when required.
 - Types of records maintained include:
 - Attendance registers
 - Accident and incident forms
 - First aid records
 - Funding documentation
 - SEND and safeguarding records (via CPOMS)
 - Parent and professional communications
 - Complaints and significant events
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3. Accident & First Aid Recording

- All accidents, injuries, and first aid administered must be recorded clearly with the date, time, location, individuals involved, nature of injury, treatment given, and witnesses.
 - Parents/carers must be informed on the same day or as soon as reasonably practicable.
 - Serious injuries (e.g., fractures, loss of consciousness, resuscitation, hospital admission over 24 hours) must be reported to Ofsted within 14 days.
 - Any incident under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) must also be reported to the HSE, and records retained as specified.
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4. Retention Periods

The following retention times apply:

Record Type	Minimum Retention Period
Child's personal file	Until the child is 24 years old (for child protection records)
Accident/incident forms	At least 3 years after the child leaves the setting

Record Type	Minimum Retention Period
RIDDOR reports	21 years
Funding records	As specified by the local authority (minimum 6 years for financial auditing)
Complaints records	3 years from the date of resolution
CPOMS logs	Retained in line with safeguarding record guidance

5. Funding Documentation

- We maintain up-to-date and accurate records for funded places, eligibility, attendance, and headcount submissions.
 - All funding documentation is stored securely and can be accessed for audit or review by the local authority or Ofsted.
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6. SEND & Safeguarding Records via CPOMS

- **CPOMS** is used to log and monitor:
 - Safeguarding concerns
 - SEND-related observations
 - Multi-agency communications
 - Parent and carer communications
 - Internal staff concerns and observations
 - Only designated staff have access to CPOMS.
 - Records must be logged promptly, with appropriate alerts sent to the Designated Safeguarding Lead (DSL).
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7. Ofsted and Other Statutory Notifications

The following incidents must be reported to Ofsted:

- Serious accidents or injuries (including death or hospital treatment)
 - Child protection concerns or referrals to external agencies
 - Significant changes to the premises, leadership, or staff suitability
 - Allegations of abuse by a staff member or volunteer
 - Notifications must be made as soon as possible, and within 14 days of the incident occurring.
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8. Inspection Readiness

To ensure full compliance during inspections:

- All documentation must be accessible onsite or electronically.
 - Inspectors may request:
 - Accident and incident logs
 - Safeguarding and child protection records
 - Staff training and qualifications
 - Attendance records
 - Complaints and action logs
 - Policies and procedures
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9. Communication with Parents and Staff

- Staff receive regular training on documentation, safeguarding procedures, and data protection.
- Parents are informed of record-keeping practices in our privacy notice and registration forms.
- Information is shared with parents in line with the Data Protection Act 2018 and UK GDPR, ensuring confidentiality and child protection obligations are balanced.

Review 17/8/2026 Sarah Fielding