

Record Keeping



Fire safety and emergency evacuation

As part of the requirement for providers to keep their premises safe, in case of a fire or other emergency and make sure it is possible to escape safely, providers need to keep an up-to date record of their fire safety and emergency procedure activities. This should be available for inspection by fire and rescue authorities as well as Ofsted when they visit the premises. Records should consist of staff training, fire drills, testing of fire warning systems and checks of fire-fighting equipment.

First aid

In evidence of a provider's commitment to keeping all children safe, all training and support activities around first aid and accident prevention should be recorded. Providers are also encouraged to display staff Paediatric First Aid certificates or a list of staff with Paediatric First Aid training.

Reportable incidents

It is important to retain an accurate record of specific incidents, particularly as they may need to be reported to authorities such as the Health and Safety Executive, your local authority, Ofsted, Children's Social Care or your insurance provider. Such incidents include:

- break-in, burglary or theft intruder gaining access to the premises
- fire, flood, gas leak or electrical failure
- attack on a practitioner or parent
- any discriminatory incident involving practitioners or families
- notifiable disease or illness, or an outbreak of food poisoning affecting two or more children
- terrorist attack or threat of one
- death of a child or adult.

Complaints

Providers are required to keep a written record of any complaints received from a parent, carer or member of the public about a childminding or childcare service; including any made directly to an inspector. The record must be made available to Ofsted or your childminder agency on request and must be kept for at least three years.

Inspection Framework

The Early Years Inspection Framework (2021) tells us that inspectors may ask to see the following records:

- all logs that record accidents, exclusions, children taken off roll and incidents of poor behaviour
- all logs of incidents of discrimination, including racist incidents
- complaints log and/or evidence of any complaints and their resolutions
- any referrals made to the local authority designated person for safeguarding, with brief details of the resolutions
- details of all children who are an open case to social care/children's services and for whom there is a multi-agency plan.

Visitors

As part of the fire safety procedures, it is important to have an accessible record of everyone who is currently on the premises. While children and practitioners can be recorded in a daily register, all other visitors must have the date and time of their visit recorded. This record presents the opportunity to also check the identity of visitors, as required under the EYFS.

Medication administration

Providers must keep a written record each time a medicine is administered to a child by trained staff. A new parental agreement form must be completed for each medicine, settings can administer both prescribed and non-prescribed medicine if permission has been obtained from the child's parent and/or carer.

Accidents

Unfortunately, accidents do happen. It is essential when a child has an accident that we keep accurate and consistent records in order to:

- Share information with parents when accidents involve their child
- Help us identify any hazardous areas
- provide accurate information in the event of a future insurance claim
- report certain accidents to Ofsted

Records should be made as soon as possible after the accident and steps should **be taken in line with your setting's health and safety policy.**