

# Records & Notification Requirements Policy

## 1. Introduction

This policy outlines the records that must be maintained by our service, in accordance with the Care Inspectorate's guidance: *Records that all registered care services (except childminding) must keep and guidance on notification reporting V7* . It also covers any notification requirements. It ensures compliance with legal and regulatory requirements, safeguarding the welfare of children, and maintaining transparency and accountability in our operations.

## 2. Records About Children

We are required to maintain comprehensive records for each child using our service, including:

- Full name, address, and date of birth.
- Date of commencement and cessation of service use.
- Next of kin or authorised person details (name, address, telephone number, email address), including information on power of attorney if applicable.
- General Practitioner's name and address.
- Details of any accidents/incidents detrimental to the child's health and welfare, such as injuries, medication errors, or near misses.
- Records of any restraint or control applied, including reasons, risk assessments, authorisation details, and monitoring arrangements.
- Details of any seclusion or locked room use, including reasons, authorisation, supervision, and duration.
- Records of any searches conducted on the child or their property, including reasons, authorisation, and subsequent actions.
- Details of any meetings involving the child, such as those with parents, social workers, or other professionals.

## 3. Staff Records

For all staff employed in the provision of the service, we will maintain records that include:

- Full name, address, date of birth, qualifications, training, and experience.
- Professional registration number (e.g., SSSC or PVG scheme membership).
- Date of employment commencement and, if applicable, termination.
- Details of any disciplinary actions or complaints.
- Records of staff supervision and appraisal.

#### **4. Incident and Accident Records**

We will maintain detailed records of all incidents and accidents, including:

- Date, time, and description of the incident or accident.
- Individuals involved and any witnesses.
- Immediate actions taken and outcomes.
- Follow-up actions and any changes to procedures or risk assessments.

In line with Care Inspectorate guidelines, we will notify the Care Inspectorate of:

- Any incident resulting in harm or injury to a person using the service that requires a visit to a general practitioner or hospital.
- Any incident reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- Any incident that would be described as a 'near miss' that could have led to injury or harm to a person using the service.
- Any incident considered as a child protection matter.
- Any outbreak of infectious disease affecting two or more children.
- The death of a child while in our care or subsequently in hospital following admission.
- Any serious accident or injury to anyone else on the premises.

These notifications should be made to the Care Inspectorate within 24 hours of the incident occurring.

#### **5. Notification and Reporting**

In compliance with regulatory requirements, we will notify the Care Inspectorate of:

- Any serious incidents or accidents involving children or staff.
- Any allegations or incidents of abuse or neglect.
- Any significant changes to the service, such as changes in management or service delivery.
- Any outbreaks of infectious diseases, including COVID-19.
- Any critical staff shortages that may affect service delivery.

#### **6. Record Storage and Retention**

All records will be stored securely to prevent unauthorized access, loss, or damage. Paper records will be kept in locked cabinets, and electronic records will be stored in password-protected systems. Records related to accidents, incidents, and pre-existing injuries will be retained for a period of 21 years after the child has left the service. If relevant to child protection, these records will be kept until the child reaches the age of 25 years.

Emma's Explorers

Date – 05/2025

Review Date - 05/2026

## 7. Access to Records

Children and their families have the right to access their records. Requests for access will be handled in accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). Access will be provided in a timely manner, and any information that is not appropriate to disclose will be explained.

## 8. Policy Review

This policy will be reviewed annually or sooner if there are changes to legislation or regulatory requirements. Any amendments will be communicated to all staff and families involved with the service.

## 9. Conclusion

By adhering to this policy, we ensure that our service operates in a transparent, accountable, and legally compliant manner, prioritizing the safety and well-being of the children in our care.

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## References

- Care Inspectorate. (2020). *Records that all registered care services (except childminding) must keep and guidance on notification reporting V7*. Retrieved from [https://www.careinspectorate.com/images/documents/coronavirus/Records\\_that\\_all\\_registered\\_care\\_services\\_except\\_childminding\\_must\\_keep\\_and\\_guidance\\_on\\_notification\\_reporting\\_V7.pdf](https://www.careinspectorate.com/images/documents/coronavirus/Records_that_all_registered_care_services_except_childminding_must_keep_and_guidance_on_notification_reporting_V7.pdf)
- Data Protection Act 2018.
- General Data Protection Regulation (GDPR).

This policy is intended to provide a comprehensive framework for record-keeping in our daycare service, ensuring compliance with regulatory requirements and promoting best practices in safeguarding and data management.