

# Oakfield School

## 29. Record Keeping Policy



	Date
Agreed by School Governors:	February 2013
To be Reviewed:	June 2017

## **POLICY STATEMENT**

Oakfield School ensures that records relating to pupil's educational development and the operation/management of residential provision are maintained appropriately and that they are stored and used in accordance with current Data Protection Legislation.

## **PROCEDURE**

All staff must understand the importance of producing and maintaining accurate documentation. Training is provided during induction and remains an on-going process, which reiterates the need for clear, concise documentation.

Entries must be factual and without prejudice. It may often be appropriate for staff to enter their own feelings on the records. In such circumstances it is essential that there is a clear differentiation between fact and opinion. Information and records are confidential and will only be shared with those individuals who have a right to access it.

All paper based documentation must be signed (not initialled), and stored in a locked unit, such documentation should be stored for a minimum of 25 years for records in relation to pupils and 5 years for those in relation to the running of the residential accommodation. Records should remain in the accommodation the pupil is living in until the individual leaves school. Records should then be transferred to a central storage facility.

Any text which needs to be amended i.e. crossed out, must be done so by positioning one line through the text, so it can still be read. Under **no** circumstances is correction fluid to be used. All amendments must be signed.

Oakfield residential provision must ensure that all documentation is available and up to date that is detailed in Standard 22 of the Residential Special School National Minimum Standards 2011. A list of all records that need to be held is included in Appendix 1

Failure to comply fully with the recording and maintenance of documentation referred to herein may result in disciplinary action being taken.

This Policy was reviewed July 2015.

Signed: .....

Lee Morfitt (Chair of Governors)

## Appendix 1

The following school records are required:

1. Child protection allegations or concerns
2. Major sanctions
3. Use of physical restraint. Information may include:
  - name of the child
  - date and location of the incident which led to the sanction being applied
  - details of relevant behaviour
  - the nature of the sanction; the name of the staff member giving the sanction
  - the name(s) of any other staff present
  - the effectiveness and any consequences of the sanction
  - the signature of the staff member concerned
4. Complaints
5. Individual children's records (containing personal, health and welfare information)
  - name, gender and date of birth,
  - home address
  - name, address and telephone number for emergency contact with parents/carers and for each person with parental responsibility
  - the name and contact details for the person or authority responsible for the placement of the child at the school
  - whether the child is in care and details of any known court orders affecting his or her care
  - dates and details of any unauthorised absences from the school
  - the date of, and reason for, any visit to the child whilst in the school
  - the date and circumstances of any measure of control, restraint or discipline used on the child
  - a copy of any statement of special educational needs maintained in relation to the child under section 324 of the Education Act 1996, with details of any such needs
  - special dietary, health and dental needs, if any
  - contact arrangements, and any restrictions on contact or communication, with parents/carers and others
  - current and past placements or other plans
  - the name and address of the general practitioner with whom the child is registered, and of the child's registered dental practitioner
  - details of any accidents, injuries or serious illnesses of the child while accommodated by the school

- immunisations, allergies, medical, health or developmental tests or examinations carried out while accommodated by the school
  - medication (both prescribed and non-prescription) given to the child by staff and medication controlled by the child itself
  - deposit or withdrawal of money or valuables given to the school for safekeeping, with dates and details
6. Administration of medication, treatment and first aid (kept confidentially)
  7. Significant illnesses
  8. Significant accidents and injuries
  9. Parental permission for medical and dental treatment, first aid and non-prescription medication
  10. Risk assessments (for risky activities and in relation to premises/grounds)
  11. Staff recruitment records and checks (including checks on others given substantial unsupervised access to children or residential accommodation)
  12. Staff duty rotas
  13. Staff supervision, appraisal and training
  14. Fire precautions tests and drills
  15. Risk assessments under the Fire Precautions (Workplace) Regulations
  16. Menus where applicable
  17. Pocket money and any personal property looked after by staff
  18. Care plans for children with special needs (where applicable)
  19. Parental permission for high risk activities
  20. Checks on licensing of relevant Adventure Activities Centres
  21. Assessments of lodgings arranged by the school
  22. Assessment of off-site accommodation used by the school