

Introduction

The Statutory Framework for the Early Years Foundation Stage (DfE 2014) states:

Providers must maintain records and obtain and share information (with parents and carers, other professionals working with the child, the police, social services and Ofsted or the childminder agency with which they are registered, as appropriate) to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met. (EYFS 3.68)

More recently the introduction of The Common Inspection Framework: Education, Skills and Early Years (Ofsted 2015) and the Early Years Inspection Handbook (Ofsted 2015), places an increased emphasis on the need to maintain records of incidents that an inspector may ask to see during inspection. The Early Years Inspection Handbook states that inspectors will want to access relevant information and documentation including:

- *all logs that record accidents, exclusions, children taken off roll and incidents of poor behaviour*
- *all logs of incidents of discrimination including racist incidents*
- *complaint log and/or evidence of any complaints and resolutions*
- *a list of any referrals made to the designated person for safeguarding, with brief details of the resolutions*
- *a list of all children who are an open case to social care/children's services and for whom there is a multi-agency plan (EYIH 37)*

In addition, inspectors will also want to access records of children's attendance and will be expecting to see that absences are followed up and staff are alert to patterns of absence that may indicate wider safeguarding concerns. (EYIH 160)

The *Summary Record* should be used as a monthly management prompt that can assist the provider in managing and monitoring their safeguarding arrangements and can be shown at inspection with links to the relevant record keeping document or publication, if appropriate. Providers should ensure any information they record within this publication is recorded responsibly and stored securely. For example a numbering system could be used for each incident recorded which then refers back to the relevant children's personal file.

Completion of the enclosed *Summary Record* should not replace existing procedures and record keeping systems, for example, for accidents, complaints, children's attendance and discriminatory incidents. **It must not be used to record individual safeguarding and child protection incidents or concerns.** Relevant detailed guidance and record keeping systems are contained within the following Alliance publications:

Summary Record

Period of time

Type of incident	Ref	Total number	Brief explanation of each incident	Reported to whom <i>If applicable</i>	Full report in child's file? Y/N
<h1>SAMPLE</h1>					