

Meadows School

London Road, Southborough, TN4 0RJ
meadowsschool@barnardos.org.uk

Service Recording Protocol

Last reviewed on:	November 2018
Date of this policy:	July 2019
Next review by:	November 2019

	Contents	Page
1.	Introduction	1.
2.	Aims	2.
3.	Referrals/Request for Service	2.
4.	Service User Filing Structure	3.
5.	Core Data	3.
6.	Data Protection & Information Sharing	4.
7.	Assessment, Planning & Reviews	4.
8.	Recording Templates or Service Specific Requirements	5.
9.	Outcomes	5.
10.	File Sign Off	5.
11.	Case Closure/Retention Period	5.
12.	Recording of Open Group Work	5.
13.	Use of Non Barnardo's Systems	5.
14.	Additional Information	6.

1. Introduction:

Meadows School is committed to Barnardo's Basis and Values, which provides the framework within which we can engage in giving young people a better start in life.

This recording procedure acknowledges that we have some recording requirements, which have been agreed by the ADCS that are not the usual Barnardo's recording procedures.

2. Aims:

The school aims to ensure that:

- Barnardo's are kept informed of all service recording protocols at Meadows School.
- All staff have the training they require to be able to utilise the recording systems that are relevant to their role
- All staff understand what specific recording is required of them.

3. Referrals/ Requests for Service:

- Referrals are received via various channels
 - EOI (Expression of Interest)
 - Directly from LEA- post or e-mail
 - External portal SPROC
 - Parental preference from LEA (usually after parents have had an informal visit at the school)
- Hard copies of referrals are kept in a locked filing cabinet
- Referral papers are distributed to Deputy Heads, Key Stage managers, Day and Residential teams and panel members are advised to keep the papers locked in their offices.
- If referral papers need to be sent to Meadows School Junior Campus, they are transported in a locked briefcase
- If a referral is declined, the papers are kept in a locked cabinet for 4 weeks and then shredded.
- If a referral leads to a placement, the papers are then scanned and filed on content server and the hard copies shredded.

4. Service User Filing Structure:

Content Server

The Meadows School Workgroup in Content Server has a specific FileRoom. FileRoom is split into sections to reflect whether a student is Residential, Day Pupil (Main School), in our off-site Junior Campus or in Sixth Form (please note that residential status takes precedence in this context).

FileRoom is accessible to student-facing and administrative staff only. Specific permission to access this area has to be given and is agreed by The Principal (CSM).

Each section has individual student files (named) which are moved to the 'Client (Closed)' area when students leave the school.

Hard Copies

Meadows Junior Campus has hard copies of information on each student. They are kept in a locked cupboard and can be signed in and out by staff; a signing book is kept in the locked cupboard for this purpose.

All information in the physical file is now being stored in the Content Server FileRoom. The Main School has completed its checks and no longer keeps hard copies of student files. Meadows Junior Campus are currently checking that all information is available in Content Server and hope to have removed all physical files by July 2019.

5. Core Data:

All basic levels of data are collected on the Core data sheet, when a student is accepted into the school.

Referral details – completed on entry to the school. Received date is date of entry into the school.

Service User Support Needs – recorded as 'Emotional and behavioural well-being'.

Services Received – this reflects the start and end date of the student's time in school.

CP Referral or Concern Tracking – this section is not used.

File Closure details – File retention will follow the standard Barnardo's policy (for residential special schools) – 75 years from date of birth.

Service Specific Local Data Form – School information management system Behaviour Watch is used to record student details for DfE census purposes. Access to this system is given to all student-facing staff. Editing rights are limited to SMT/project workers and the Admin team.

Meadows School has recently purchased CPOMS, this is specific software for safeguarding and child protection issues to be shared nationwide. All student core information is stored in it and a service level agreement is signed. Editing rights are limited to SMT and a Lead Member of Staff only.

6. Data Protection & Information Sharing :

All staff have individual log ins and are required to change their passwords every 60 days.

Staff are regularly reminded to lock their screens if they are walking away for any length of time, requiring them to input their password when they return.

Staff are forbidden from sharing their passwords with anyone, including other staff.

The school reminds parents/carers during the admission process that they are legally required to share certain information with the local authority, other schools or additional professionals for the purpose of census and or safeguarding concerns (see DfE guidance on [Information sharing: advice for practitioners providing safeguarding services](#)). Whilst the school will attain permission from parents/carers to store and share this information; should the student be at immediate risk the school reserve the right to share some information prior to seeking permission.

This information can be seen in the [admission pack](#).

Individual consent forms are signed by parents/carers (or students if over 16 years of age) agreeing to the storing and sharing of personal information.

Personal data is not held outside of the school.

7. Assessments, Planning & Reviews:

Meadows Specific:

Admission Meetings, Placement Meetings, Annual Reviews and Emergency Reviews are recorded on [service specific templates](#). Drafts are kept in Content Server in the [reviews](#) folder which are only accessible by approved staff. After completion paperwork is saved into FileRoom and sent via encrypted email to attendees.

Barnardo's Specific:

Outcomes are stored for individual students in FileRoom

Education Specific:

Progress, Absence and Attainment data are kept on [service specific spreadsheets](#) which are only accessible by approved staff. Once a student leaves Meadows the information is removed from the spreadsheets and saved into FileRoom.

Well-being & Additional Intervention Specific:

With LAC, CHiN and other professionals' meetings minutes are either sent to us via encrypted email or via post. These are saved directly into Fileroom and relevant staff are made aware of them.

In-house well-being meetings are usually kept as hardcopies, kept in a locked cupboard accessible to only the well-being team. Currently students are not named so no personal information can be taken from these. Core teams are working with the well-being team to find an electronic recording system moving forward.

All folders that are in Content Server but not in FileRoom are reviewed 3 times per year to remove irrelevant information.

8. Recording Templates or Service Specific Requirements:	<p>Meadows Specific: Admission Meetings, Placement Meetings, Annual Reviews and Emergency Reviews are recorded on service specific templates.</p> <p>Education Specific: Progress, Absence and Attainment data are kept on service specific spreadsheets</p>
9. Outcomes:	<p>Barnardo's Specific: Outcomes are stored for individual students in FileRoom using Barnard's outcomes measurement tool.</p>
10. File Sign Off:	<p>Files are signed off by the CSM who will review and sign off current students during terms 5 and 6 of the school year.</p>
11. Case Closure/ Retention Period:	<p>When a student leaves Meadows they are moved to off-role in the MIS systems and Service User (Closed) in FileRoom. All student records are retained for 75 years from the date of birth as per the signed agreements during the admission process</p>
12. Recording of Open Group Work:	<p>In-house well-being meetings are usually kept as hardcopies, kept in a locked cupboard accessible to only the well-being team. Currently students are not named so no personal information can be taken from these. Core teams are working with the well-being team to find an electronic recording system moving forward.</p>
13. Use of Non Barnardo's Systems:	<p>Service user recording for Meadows School is split between Behaviour Watch, Barnardo's Content Server and CPOMS.</p> <ul style="list-style-type: none"> • Student personal data are held on Behaviour Watch to satisfy the demands of the DfE and the school's census programme. • An extended Core dataset and outcomes are recorded on Barnardo's Content Server. • Safeguarding information is recorded in CPOMS. <p>All non-Barnardo's systems are reviewed on an annual basis to determine usability, security and necessity to the school. The school holds Service Level Agreements for non-Barnardo's software.</p>

14. Additional Information	
Copies of this policy may be obtained from:	<ul style="list-style-type: none"> • Content Server • The Main School Office
This policy links with the following policies & Documents	admission pack service specific templates reviews service specific spreadsheets
Relevant statutory guidance, circulars, legislation & other sources of information are:	DfE guidance on Information sharing: advice for practitioners providing safeguarding services).
The lead member of staff is:	Data Officer
Definitions and key terms used in this policy:	<p>CSM – Children’s Service Manager</p> <p>FileRoom – Barnardo’s Service User Recording</p> <p>Content Server – Barnardo’s in-house electronic filing system.</p> <p>Behaviour Watch –MIS system</p> <p>CPOMS (–Safeguarding reporting system</p>
The Rationale and Purpose of this policy:	To provide Barnardo’s and all school staff with an understanding of the data storage for Meadows School.
Appendices:	