

Setting up a Child's File

PLEASE LOOK AT THE [Graduated Response](#) FILE SECTION ON THE PORTAL FOR A WAY OF STORING INFORMATION ABOUT A CHILD.

When setting up a file for a child with special educational needs, you could include the following information

- Child's name, date of birth and address, parent's names and contact numbers
- Which room the child is in and the name of their keyworker. This will need updating as the child moves through the setting.
- Copy of your referral to the Early Intervention Team or the Speech Therapy Service.
- Details of involved agencies such as speech therapy.
- Copies of reports.
- Copies of visit records and advice.
- File log-to record phone conversations, conversations with parents, summary of meetings held and action you have said you will take.
- Copies of development profiles, to be used as a working document to inform target setting.
- Copies of Targets set and Reviews to show child's progress towards the targets – see the Plan, Do, Review cycle in the SEND Code of Practice 2014.
- Completed weekly recording sheets which show the child's response to the targets.
- Copies of Minutes taken from meetings held with parents and professionals.
- One Page Profile- summary of child: What other people like and admire about the person. What makes the person **really** happy and is most important to them. How the person likes to be supported.

It is up to you how and where you store this information but remember confidentiality as well as being able to use the information that is given to you.