

The Green Umbrella Pre-school and Nursery

Record Keeping Policy

Our aim is that staff should inform parents about their children verbally on a regular basis. We do not intend formal records to replace verbal contact.

Nursery staff will keep records of all aspects of children's development. Observation profiles will be available for inspection by the child's parents. We encourage parents and carers to contribute to their child's observation profiles. The observational profile will be kept in the child's nursery box and can be viewed by parents at any time. The observational profile will be handed to the parent when the child leaves the setting. Any part of the records that is considered highly confidential or sensitive will be kept in a secure place and not within the child's profile and its existence will be noted in the child's profile. If staff have any concerns about a child, they will inform the manager or deputy and parents/guardians if appropriate by writing a statement of concern on a Concerns Form which can be found in the 'Safeguarding Children' box in the main nursery.

The child's record of progress will only be passed to the child's school or next provider with permission from the parent or carer.

Accident/Incident Forms will be used to note any health matters, changes of behaviour or injuries, including injuries received outside the nursery. We ask you to sign the form to show that we have passed this information on to you. These forms are archived when the child leaves the nursery and kept indefinitely.

Each child has an individual plastic wallet for Medicine Forms, these forms are archived when the child leaves the nursery and kept indefinitely.

Records of times of arrival and departure of children, staff, students and visitors will be kept. These records are archived each September and kept indefinitely.

Children's personal details are kept on their Registration Form, these files are safely archived when the child has left and kept indefinitely. We also keep children's personal details on the computer these details are protected by password systems. Any personal records that are no longer needed will be shredded.

Each staff member has an individual file containing all their details, these are kept in a lockable filing cabinet in the office, and are archived when the member of staff leaves the nursery and kept indefinitely.

All records are kept in line with the Confidentiality Policy.

To ensure we meet the requirements of the Statutory Guidance set out in The Early Years Foundation Stage we archive all the information we are required to keep each September and this is kept indefinitely.

Other related documents:

Duty of Care Policy	Accident/Incident Forms
Safeguarding Children Policy	Medicine Forms
Confidentiality Policy	Concerns Form
Registration Form	Staff Files
Observational Profile	

All policies documents are subject to regular review
This policy was reviewed: May 2011