

Record Keeping

Provider records

Policy Statement

We keep records for the purpose of maintaining our business. These include:

- Records pertaining to our registration.
- Landlord/lease documents and other contractual documentation pertaining to amenities, services and goods.
- Financial records pertaining to income and expenditure.
- Risk assessments.
- Employment records of staff.

The following records must be kept on the premises at all time:

- Name, home address and date of birth of each child registered at the nursery.
- Name, home address and telephone number of a parent of each child so registered.
- Name, home address and telephone number of every person living on, or employed on, the premises.
- Details of any person who will be in unsupervised contact with children at any time (including, for example, the members of staff who will stay behind in the event of a child not being collected on time by a parent).
- Daily record of children on the premises, and their hours of attendance.
- Record of any accidents.
- Record of any medicines supplied to children at the request of parents.
- Procedures for, and record of, any fire or accident.
- Procedures to be followed in the event of a parent failing to collect a child at any time.
- Policy to follow in the event of a child being lost.
- Record of any complaints from a parent about the service offered by the nursery.
- Policy for the protection of children in the event of an allegation of abuse or neglect.
- Copy of the standard contract with parents.
- Staff rotas and cover for staff illness.
- Qualifications of everyone employed in the facility.
- CRB numbers and dates of disclosures for every member of staff.
- Planning permission documents.
- Environmental health and fire officer reports.
- Menu and record of food intake.
- Collection of Children Policy in the event of an emergency.
- Public and Employers Liability/Ofsted Registration Certification/Fire Maintenance Certificates must be displayed.

Our records are regarded as confidential on the basis of sensitivity of information, such as with regard to employment records and these are maintained with regard to the framework of the Data Protection Act and the Human Rights Act.

This policy and procedure is taken in conjunction with the Confidentiality and Client Access to Records policy and Information Sharing policy.

Procedures

- All records are the responsibility of the officers of the Directors who ensure they are kept securely.
- All records are kept in an orderly way in files and filing is kept up-to-date.
- Financial records are kept up-to-date for audit purposes.
- Health and safety records are maintained; these include risk assessments, details of checks or inspections and guidance etc.
- Our Ofsted registration certificate is displayed.
- Our Public Liability insurance certificate is displayed.
- All our employment and staff records are kept securely and confidentially.

Legal framework

- General Data Protection Regulation Act (GDPR) (2018)
- Human Rights Act 1998

Persons responsible for implementing this policy:

Erica Dunwell/Heather Bishop – Newport

Erica Dunwell/ Lizzee Annis – Sandown

Erica Dunwell/Becky Kujabi – Wootton

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