



BERKHAMPSTEAD DAY NURSERY

RECORD KEEPING POLICY

1. Children's records

Policy Statement

There are record keeping systems in place that meet legal requirements; means of storing and sharing that information take place within the framework of the Data Protection Act and the Human Rights Act. This policy and procedure is taken in conjunction with the Confidentiality Policy and our procedures for information sharing.

Procedures

We keep two kinds of records on children attending Nursery:

[I] Developmental records

- These include observations of children in the setting, photographs, video clips and samples of their work and summary developmental reports.
- These are usually kept in the playroom and can be freely accessed and contributed to by staff, the child and the child's parents.

[II] Personal records

- These include registration and admission forms, signed consent forms, and correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, an on-going record of relevant contact with parents and observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters.
- These records are kept in the Day Nursery office.
- Parents have access, in accordance with our Confidentiality and Client Access to Records Policy, to the files and records of their own children, but do not have access

to information about any other child.

- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the Key Person.
- We retain children's records for three years after they have left the setting. These are kept in a secure place.

[III] Other records

- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students are advised of our Confidentiality Policy and are required to respect it.

2. Provider records

Policy Statement

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

- Records pertaining to our registration
- Risk assessments
- Employment records of staff.

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 Day Nursery Manager.
- All records are kept in an orderly way in files and filing is kept up-to-date.
- Health and safety records are maintained; these include risk assessments, details of checks or inspections and guidance etc.
- Our Ofsted Certificate of Registration certificate is displayed.
- Our Public Liability insurance certificate is displayed.
- All our employment and staff records are kept securely and confidentially.

Policy reviewed – January 2019

Policy to be next reviewed – January 2020 Nursery Manager