



General Welfare Requirement: Documentation

Providers must maintain records, policies and procedures required for the safe and efficient management of the settings and to meet the needs of the children.

Record keeping

Children's Records

Policy Statement

Cherry Blossom Nursery and Preschool's record keeping systems meet legal requirements. The storing and sharing of information takes place within the framework of The Data Protection Act and The Human Rights Act. This policy and procedure works alongside our Confidentiality Policy and our procedure for sharing information.

Procedures

There are two types of records at Cherry Blossom Nursery and Preschool:

Developmental Records

- These are the children's learning stories, their individual observations, photograph's, evidence of their achievements and their summative assessments. They are kept in the classrooms and/or on our Family app. Please see our Nursery Management app confidentiality Policy
- These can be shared and contributed to by the children, the parents/carers and the staff.

Personal Records

- Personal records which include the contract (registration, admission form, consent forms, family information etc) plus any other information relating to a particular child are all filed and stored in a lockable cupboard. They are confidential and the responsibility of the management.
- Parents have access, in accordance with our 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 the team unless it directly affects the child at nursery.
- Staff induction includes an awareness about the importance of confidentiality.
- Children's records are retained in a secure place for three years after they have left the nursery.
- All other records remain confidential to the people directly involved.

Dated: 11/09/2023

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