

This policy was reviewed & adopted at a meeting of The Heathers Nursery held on 30th January 2020.
Review date: January 2022.



**THE HEATHERS NURSERY
POLICIES AND PROCEDURES**

POLICY 5: Documentation

General Welfare Requirement: Documentation

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

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Documentation

5.1 Children's Records

EYFS Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.1 Observation, assessment and planning	

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 General Data Protection Regulations (GDPR) (2018) and the Human Rights Act.

This policy and procedure is taken in conjunction with our Privacy Notice, Confidentiality Policy, Information Sharing Policy and the Learning Story & Tapestry policy.

Procedures

We keep two kinds of records on children attending our setting:

Developmental records

- These include observations of children in the setting, photographs and samples of their work and summary developmental reports.
- These are via the Tapestry online learning story system.

Personal records

- These include parent contracts, 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 ongoing 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 confidential records are stored in a locked cupboard.
- Parents have access 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.

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 who are studying for recognised qualifications and training, when they are observing in the setting, are advised of our confidentiality policy and are required to respect it.

5.2 Provider Records

EYFS Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.3 The learning environment	

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.

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 General Data Protection Regulations (2018) and further details are given in our Privacy Notice and the Human Rights Act.

This policy and procedure is taken in conjunction with our Privacy Notice, Confidentiality and Information Sharing policy.

Procedures

- All records are the responsibility of the management committee 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.