Record Keeping Policy

Little Acorns will keep records regarding the children and staff.

Records will be kept to ensure the safety and well being of all children and adults.

Senior staff record registers to make sure all children are accounted for.

TYPE OF RECORDS

Attendance records are kept on a daily basis, these are used as a fire register and to assess the child’s attendance.

Records include personal details, family contacts, observation’s for Learning Jouneys, assessment, first aid records and also records from outside agencies.

WHO WILL HAVE ACCESS TO CHILDRENS RECORDS

Records regarding children will only be available to the child’s parent/carer, senior staff and keyworker. If an outside agency requests this information, the parents/Carer permission will be asked first.

WHO WILL HAVE ACCESS TO PRACTITIONERS RECORDS

Practitioner records are kept by the Manager and Deputy and will only be made available to the individual staff member.

CONFIDENTIALITY

All records will be dealt with in the strictest of confidence and stored in a safe, secure locked filing cabinet.

Date Policy was written………………………………….