

## ***Providers Records Policy***

### **Statement of Intent**

It is our intention to maintain records, policies and procedures required for the safe and efficient management of the setting and to meet the needs of the children in our care.

### **Aims**

- To gather relevant information for each child and store it appropriately and confidentially where necessary.
- To ensure that parents understand that they are responsible for informing Blakeney Pre-school of any changes to the information regarding their child.
- To ensure that all staff working at the setting have been subject to the correct legal checks and that this information is stored securely.
- To ensure that members of the management committee are subject to the correct legal checks and that this information is stored securely.

### **In order to fulfil these aims**

#### **Staff**

- All staff working and members of the management team at the setting are required to hold a valid enhanced DBS disclosure. Confirmation from OfSTED of the suitability of committee members is held by the management team. DBS disclosures are updated if it is deemed desirable or necessary for any reason.

#### **Children**

- New parents are required to fill out a registration form which includes information about their child including
  - Child's name.
  - Address.
  - Age and date of birth.
  - Sex.
  - Name of parents.
  - Email of parents.
  - Religion.
  - Emergency contact numbers and address.
  - Name, address and telephone number of GP.
  - Any health problems or special needs/dietary needs. (A full list of dietary requirements is displayed on the kitchen wall and a full list of allergies and health issues is on display in the office. Staff complete epipen training if it is deemed necessary for the wellbeing of an individual child.)
  - Any current medication
  - Infectious diseases and immunisation

Names of people authorised to collect child and a specific password to be used by any person other than a regular carer when collecting a child from Blakeney Pre-school.

Details of anyone who does not have legal access to child

Permission for outings, observations, photographs and emergency treatment.

## **Records to be kept**

- The following records are to be maintained
  - Attendance register – all adults to be listed as well as children.
  - Programmes and activities planned.
  - Individual medical problems occurring whilst in the group.
  - Accidents and any first aid given.
  - Fire drills.
  - Staff training and qualifications.
  - Cash book and appropriate accounts record.
  - Current insurance policies - Employers and public liability certificates to be displayed in porch notice board.
  - Contracts of employment and job descriptions.
  - Other contracts and correspondence.
  - Inventory of assets.
  - Risk assessments.
  - OfSTED inspection reports.
  - Certificate of registration.
- All records are maintained confidentially and retained for a minimum of 4 years or as legally required.
- When they are no longer required they will be destroyed.
- Current records are stored in the play leader's cupboard and information pertaining to a particular child may be accessed by the parents of that child provided there are no safeguarding reasons for withholding this information. Old records are stored in Blakeney primary school 'lock up'.
- It is the parent's responsibility to inform us of any changes to the information about their child.

Please also see *Data Protection Policy* below.

## **Supporting legislation**

Freedom of Information Act 2000  
Data Protection Act 1998