Fledglings Day Nursery

# Documentation and Record Keeping Policy

Date Reviewed: August 2023

Review Due: August 2024

Reviewed by: Miss A West

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## 1 Introduction

The revised EYFS (Sept 2014) states the importance of *“maintaining up-to-date and accurate records, policies and procedures necessary to operate safely, efficiently and in accordance with the law”.*

## 2 Aims and objectives

The aim of this policy is to clarify the requirements of the EYFS in respect of documents and records and our commitment as a provider to complying with all statutory regulations.

The objective of the policy is to ensure consistent practice with regard to documentation and record keeping by all staff.

## 3 Documentation/record keeping

Documentation/record keeping is about the records we keep on children attending this setting/school, how we manage/store the records and what we do with these records once children cease to attend and are removed from our register.

**3.1** We are committed to a policy of openness with parents/carers regarding the written documents and records the setting/school holds on their child.

**3.2** Records and information will be made available to parents/carers on written request unless subject to an exemption.

**3.3** If for any reason such a request is refused, then this decision, and an explanation as to why, will be communicated to the parents/carers both verbally and in writing.

**3.4** Ordinarily, information kept on a child will include:

* birth name (along with any other name the child is known by);
* date of birth;
* gender;
* any other setting/school attended;
* religion;
* languages spoken;
* home address and telephone number(s);
* parents’/carers’ names;
* parents’/carers’ place of work and contact number(s);
* any other emergency contact names and numbers;
* family doctor’s name, address and telephone number;
* health visitor’s name, address and telephone number (if applicable);
* details of any special health issues (including any physical or special educational needs);
* details of any special dietary requirements, allergies and food and drink preferences;
* any other information relating to the child deemed by staff or parents/carers to be relevant;
* records of planning including any off-site visits and outings;
* records of any medication being held by staff on behalf of children, along with the signed Permission to Administer Medication Form;
* a fully completed and up-to-date Accident Record File and Incident Record File;
* additionally, a regularly updated version of the admissions list which will be kept in case of an emergency, such as a fire.

**3.5** Personal information and confidential records held on children will be kept in a locked cabinet, access to which will be restricted to a designated member of staff.

**3.6** Other records which though personal are not confidential, such as observation , assessment and planning documentation records, will be stored in a suitable place such as a filing cabinet or on a shelf.

**3.7** The headteacher/manager has overall responsibility for the maintenance and updating of children’s records and ensuring that they are accurate even though these will often be completed by others,for example the child’s key person.

**3.8** All required records relating to individual children are maintained and retained for three years after the child last attended the setting/school.This rule will only be disregarded where regulations and guidance from Ofsted, ISI or other statutory agencies overrides it.

## 4 Monitoring and review

This policy was agreed and implemented in August 2023 and is due for review in August 2024.

There will be ongoing monitoring of this policy as some aspects may require amending/updating before the review date should there be any incidents which take place relating to it that give cause for concern.

**Name: Miss A West**

**Signed: A West**

**Date: August 2023**