



STARFISH NURSERY

RECORD KEEPING POLICY

All our records are kept in locked areas. Sensitive records are kept in a locked filing cabinet in a locked area. Any parents/carers wishing to look at development records may do so at any session. Parents/carers wishing to see other files may do so on written request. Children's records are kept for a period of 21 years after they have left. We record:

1. Child's registration form.
2. Accident and incident records of children and staff.
3. Safety checks.
4. Register and sign in sheets.
5. Compliments and complaints
6. Fire drills.
7. Visitor sign in records.
8. Cleaning schedules.
9. External reports (i.e. Ofsted)
10. Records are held securely and only accessible to those who have a right or professional need to see them.

This policy was adopted for Starfish Nursery.

Name: Mrs Angela Malanczuk

Position: Manager

Signature:

Date: