



RECORD KEEPING POLICY

On entry to the group all children and staff are entered into a register and signed out when they leave the building. We also have a visitor's book where all visitors to the group are asked to sign in and out. Visitors if unknown will be asked for identification before entering the building.

All records kept on staff are stored in a locked cupboard on the premises. All records held on the children are confidential and are shared with the appropriate parents/ carers no parent/ carer is allowed to view another child's work without prior consent from the parent and child concerned.

We ensure that the records kept which relate to activities as a day care provider are available for inspection by Ofsted at any time. This means that we keep these records:

- On the registered premises
- Where they can be easily accessed but not by unauthorized people
- All medication administered to the child
- Complaints file
- Accident Forms
- Risk Assessment's

Why do we keep records?

- To build up a picture of each individual child.
- To monitor individual progress in all areas of development and in the light of this, to plan for the child's future progress.
- To help evaluate provision and contribute to planning.
- Record keeping will also highlight the difference between what we expect children to learn and what they actually do learn.
- To communicate with staff and other professionals.
- To share children's achievement's and progress with parents.
- To provide for continuity from one centre to the next
- To demonstrate accountability

This policy adopted October 2019, signed
Director
Woodcroft Pre-School and Wrap Around Care

Company Secretary