

Record Keeping Policy

There are record keeping systems in place that meet the legal requirements of the Data Protection Act (DPA) 1998, the Human Rights Act and where relevant the Freedom of information Act 2000.

This policy is taken in conjunction with our Confidentiality Policy and our Information Sharing Policy.

At Just for Kidz, we hold two types of record;

Development Records

- These include observations and assessments of children, child tracking sheets, development checks, individual all about me profiles, sample of childrens work, photographs and transition records.
- These records are usually kept in the nursery rooms for staff and parents to access freely, so contributions can be made by all parties, children, staff and parent/carers where appropriate. (See Observations, Assessments and Record Keeping Policy)

Personal Records

- Child name, address and telephone number
- Name of Parent/carer
- Emergency contact names, telephone numbers and addresses, minimum 2
- Name address and telephone numbers of GP and Health Visitor
- Information on immunisation and illness
- Information on any special needs/disabilities
- Information on allergies or other medical conditions which may require regular treatment
- Any dietary requirements
- Information about religious, cultural background and family
- Parental responsibility

The information above is found in our admission forms which are completed when a new child starts nursery. Included in this pack will be signed consent forms, which outline parent/carer consent for;

- Outings
- Seeking emergency medical treatment
- Photographs
- Use of plasters
- Use of suncream
- Participation in Role play activities
- Removal of clothing during warm weather

Alongside the consent forms, parent/carers also have to sign a form stating they have read and accept the nursery Information Sharing Policy.

These confidential records are stored in a lockable cabinet and are kept secure by the person in charge in the office.

Parents have access, in accordance to our Access to Information Policy, to the files and records of their own children, but are not allowed access information on any other child.

Staff will not discuss personal information given by parents with any other person, especially those who are not Just for Kidz staff employees. Staff may share information with other staff members where it affects planning for the child's needs. Staff induction includes awareness of the importance of confidentiality in the role of the key person.

Other Records kept related to children:

- Daily register of all children
- Signing in/out sheet for children, staff and visitors
- Accident and Incident sheets
- Head bump sheets
- SEN, IEP forms
- Safeguarding, existing injury sheets/CAF forms, child protection information
- Medicine consent forms
- Behaviour management files
- Records of outings
- Cleaning checklists
- Nappy changing records

Other Records kept related to staff:

- Contact details for all staff, volunteers and other adults including address and telephone numbers

- Relevant qualification
- CRB disclosure
- 2 references
- National Insurance number
- Employment history
- Job description
- Contract
- Appraisals
- Staff register (signing in/out sheets)

- Accident and Incident sheets, injury/disease/dangerous occurrence reportable to RIDDOR.
- Record of analysis of accident/incidents
- Infectious and Notifiable diseases
- Head bump sheets
- Fire drill records
- Fire safety records
- Risk assessments sheets
- Health and safety checks
- Complaints file