



**LADYBIRDS**  
**NURSERY**

## *Record Keeping*

### *Children's Records*




#### *Policy Statement*

At Ladybirds Nursery we have a record keeping system in place that meets the legal requirements. This means that the storing and sharing of this information is in line within the framework of the Data Protection Act and the Human Rights Act.




#### *Procedures*

We keep two kinds of records on children attending our setting:

#### *Developmental Records*

-  These files are kept in the child's tray and contain observations on the child, photos of the child taking part in activities, and samples of the work they have done.
-  These files are easily accessed and contributed to by staff, the child and the child's parents.
-  Parents/carers are invited to look at the file at any time.

#### *Personal Records*

-  These include registration and admission forms, signed consent forms, parental permission forms, emergency consent forms, signed declaration forms for funding, terms and conditions and any correspondence concerning the child or family.
-  We keep records about accidents, incidents and medication.
-  These confidential records are stored in a lockable filing cabinet within the office and are kept secure by the manager and deputy in

charge. Records are kept for a period of time archived in a locked room.



Parents/carers have access to these records of their own children but do not have access to information about any other child.



Staff will not discuss personal information given by parents/carers with other members of staff, except where it affects planning for the child's needs.



All information is reviewed at regular intervals to keep it all up to date.



We retain children's records after they have left the nursery. These are kept in a secure place.

### Other Records



Issues to do with employment of staff, whether paid or unpaid remain confidential to the people directly involved with making personal decisions.

### GDPR

We take into consideration the GDPR Policy when keeping records on children, staff and parents.

Policy Issued January 2016

Date to be Reviewed January 2017

Date Reviewed May 2017

Date to be Reviewed May 2018

Date Reviewed May 2018

Date to be Reviewed May 2019

Date Reviewed April 2019

Date to be Reviewed April 2020

Date to be Reviewed

The policy will be reviewed sooner than the review date should any new information be obtained.