



SIMPLY PENDOYLAN

Record Keeping

Policy Statement

We maintain accurate and confidential records to support the safe and effective operation of our childcare setting. Records are kept in line with the Data Protection Act, Human Rights Act, and relevant CIW requirements.

Records are used to ensure the wellbeing of children, support staff practice, and meet legal and regulatory obligations.

Types of Records Held

We maintain records relating to:

- Registration and regulatory requirements
- Risk assessments
- Staff employment records
- Child records
- Accident, incident and daily occurrence records
- Food Standards Agency requirements
- Daily attendance records (children, staff and visitors)
- Health and safety documentation
- Fire safety and evacuation records
- Building maintenance records

Storage and Security

All records are:

- Kept in an organised and up-to-date system (paper and/or electronic)
- Stored securely in locked cabinets and/or password-protected systems
- Accessible only to authorised staff on a need-to-know basis
- Regularly backed up if held electronically

Confidentiality is maintained at all times.

Children's Records

Each child has a confidential file containing:

- Name, address, date of birth and age
- Parent/carer details and emergency contacts
- Medical history, illnesses and conditions
- GP and health visitor details
- Immunisation status
- Dietary, religious and language information
- Consent forms

Additional records include medication administration, accidents/incidents, and daily attendance (sign in/out times).

Children's records are stored securely and may be accessed by parents/carers upon written request.

Attendance Records

Daily registers record the arrival and departure times of all children and staff.

Staff, Student and Volunteer Records

Confidential staff files include:

- Personal details and emergency contacts
- National Insurance number and date of birth
- Employment details and qualifications
- Induction, training, supervision and appraisal records

Records are also held for students, volunteers and agency staff, including placement and contact details. All receive a documented induction during their first week.

A daily register of staff, students, volunteers and visitors is maintained.

Health and Safety Records

We maintain up-to-date records of:

- Risk assessments
- Infection control procedures
- Health and safety checks and inspections
- Fire drills and evacuation procedures
- Accident and incident reports

Financial Records

Financial records are maintained and updated for audit purposes.

Display Requirements

The following are clearly displayed:

- CIW registration certificate
- Public Liability Insurance certificate

Computerised Records

Electronic records are:

- Stored securely with password protection
- Backed up regularly
- Accessed only by authorised personnel
- Protected under Data Protection legislation