

## 4.4 Children's Records Policy- Peep Pre-school

At Peep Pre-school we have a record keeping systems in place that meet the legal requirements.

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

### *Developmental records*

- These include observations of children in the setting, photographs, samples of their work and summary developmental records
- These are usually kept in the playroom and can freely be accessed, and contributed to, by staff, the child and the child's parents.

### *Personal /records*

- These include registration and admission forms, signed consent forms, correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, an ongoing record of Relevant contact with parents, and observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters
- These confidential records are stored in a lockable file or cabinet and are kept secure by the person in charge in an office or other suitable place.
- We retain children's records for three years after they have left the setting, except records that relate to an accident or child protection matter, which are kept until the child reaches the age of 21 years. These are kept in a secure place.

### *Other records*

- We keep a daily record of the names of the children we are caring for, their hours of attendance and the names of their key person.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personal decisions.

This policy was adopted by

Peep Pre-school

On

Date to be reviewed

Signed on behalf of the provider

Name of signatory

Role of signatory

Peep Project Manager

*\* This policy was adopted in November 2015 and will be reviewed annually and updated if appropriate. A signed copy is kept in the Peep Pre-school.*