

Record Keeping and Documentation Policy

- All records are stored and updated in accordance with the guidelines (please refer to our GDPR policy)
- Employee contact details are to be updated annually.
- Employee personal sensitive information is only accessed by management. Basic information is stored on Nursery in a Box.
- All confidential information and records including staff and children's, are locked in the filing cabinet in the manager's office.
- Information on how to notify Ofsted are received both by parents in their child's settling in period and staff in their induction pack/handbook.
- Little Learners will inform parents of a visit from Ofsted and will give every parent a copy of the new Ofsted report once it has been published.
- The manager and owner are responsible of notifying Ofsted of any changes to the premises, management, use of rooms, use of the outside area, serious illnesses or accidents (please refer to Ofsted's notifiable injuries and diseases) which may occur whilst children are in our care and if the police or social services are involved with a staff member, management or the owner of the setting, we will seek guidance from the LADO.
- All children's development records and contact information is stored on our online system Nursery in a box. We can retrieve records of those that have left the setting. The online system is secured by password, only management have access to all areas; other employees have access to the children's development records and basic contact details.
- The Manager records all details of employees DBS checks with additional photo ID. Original copies must be seen.
- Children's information is only shared with relevant external agencies when parent permission has been sought. Managers may override the parents wish to not share information if we believe it is in the interest of the child's wellbeing and will prevent the child from harm in any way.
- All records will be kept for the minimum of two years, we follow the retention guidelines on which documents need to be kept for longer periods of time, all those documents are placed in storage and destroyed when the retention time is up, they are accessed by the owner when and if needed.
- All records of children and staff attending the setting are available for Ofsted to see at any time.
- All parents must take note of the privacy notice in the welcome area.
- All risk assessments are carried out and recorded, updated and reviewed where necessary, they are kept in the office.
- All policies and procedures are reviewed and update when needed but at least annually.
- We obtain records on children ethnicity (only parents wish to share this information), SEN, social care. Please also refer to our information sharing form that every parent receives during the registration period.

This record keeping policy was reviewed and updated January 2025

Reviewed by Vicky George Manager ~ V.George

Proofed by Elaine Burnett Managing Director

Next review: January 2026