

RECORD KEEPING POLICY

All records for staff, children and parents are stored and updated in accordance with the guidelines (Please refer to our GDPR Policy).

Staff records are made on induction and updated when necessary and stored in the staff record file in line with confidentiality.

Children's records are continually being reviewed and updated and these are stored in files in the locked cupboard giving staff access to them when required.

Parents are kept informed of ongoing operations within the nursery and of any changes, as they occur, through regular newsletters. Daily information is imparted to the individual parent verbally or in a written form depending on the age of the child and the type of information required about their child on a daily basis. Parents are encouraged to ask a member of staff or to see the Manager if they have any queries regarding their child or the nursery in general.

This policy was reviewed on: 12th June 2023

By: Emma Fowles (Operations Manager)