

## **Record Keeping Essential Records Policy**

The following records must be kept on the premises at all times.

- Name, home address and date of birth of each child registered at the nursery.
- Name, home address and telephone number of a parent of each child so registered.
- Name, home address and phone number of every person living on, or employed on, the premises.
- Details of any person who will be in unsupervised contact with children at any time (including, for example, the members of staff who will stay behind in the event of a child not being collected on time by a parent).
- Daily record of children on the premises, and their hours of attendance.
- Record of any accidents.
- Record of any medicines supplied to children at the request of parents.
- Procedures for, and record of, any fire or accident.
- Procedures to be followed in the event of a child being lost.
- Record of any complaints from a parent about the service offered by the nursery.
- Policy for the protection of children in the event of an allegation of abuse or neglect.
- Copy of the standard contract with parents.
- Staff rotas and cover for staff illness.
- Qualifications of everyone employed in the facility.
- Planning permission documents.
- Environmental health and fire officer reports.
- Menu and record of food intake.
- Collection of children policy in the event of an emergency.
- Public and Employers Liability/Ofsted Registration Certificate/Fire Maintenance Certificates must be displayed.

### **Legal framework**

- General Data Protection Regulation Act (GDPR) (2018)

### **Persons responsible for implementing this policy:**

#### **Persons responsible for implementing this policy:**

Erica Dunwell/Heather Bishop/Rosalind Moreno/Cara Bonner – Barton

Erica Dunwell/ Heather Bishop/Jonathan Reed – Sandown

Erica Dunwell/Becky Kujabi/Sam Hicks – Wootton

**Review: August 2027**