Preschool Documentation & Records Policy
General
Various regulations and standards require the Preschool to produce, maintain and review a number of documents & records. It is the Preschool’s Policy to maintain all records in accordance with The Statutory Framework Standard 3 dealing with this matter and with the recommendation from the insurance company and the NDNA.

Changes to Preschool Policy
The Preschool Manager will ensure that all staff, parents, carers, voluntary workers and others who may be affected, are kept aware of changes or amendments to current policies as and when they occur or are planned to occur.

Review & Audit
It is the responsibility of the Manager to arrange for an annual review and/or audit of all the documentation held by the Preschool detailed in the table below.

Procedure to Manage Change to Preschool Policy
Whenever possible, the Preschool will always try to introduce major changes to Preschool policy as part of an inclusive consultative process. Where this is not possible or practicable, the Preschool Manager will be responsible for the introduction of policy change through the processes of:

a. Information & instruction
b. Implementation under supervision
c. Monitoring and reviewing the changes
d. Opportunities for employee feedback

The Preschool must:
1. Maintain records and obtain and share information (with parents and carers, other professionals working with the child, and the police, social services and Ofsted as appropriate) to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met. Providers must enable a regular two-way flow of information with parents and/or carers, and between providers, if a child is attending more than one setting. If requested, providers should incorporate parents’ and/or carers’ comments into children’s records.

2. Records must be easily accessible and available. Confidential information and records about staff and children must be held securely and only accessible and available to those who have a right or professional need to see them. Providers must be aware of their responsibilities under the Data Protection Act (1998) and where relevant the Freedom of Information Act (2000)

3. Records relating to individual children must be retained for a reasonable period of time after they have left the provision.

Daily child registers – 6 years
Accident records – 21 years plus 3 months
Medication records – 21 years plus 3 months