

Record Keeping Policy – Addendum to Confidentiality Policy

AIM

Buckles and Bows will keep records regarding the children and staff. Records will be kept to ensure the safety and well being of all children and adults. We have record keeping systems in place that meet legal requirements; the means we use to store and share the information takes place within the framework of the Data Protection Act (1998) and the Human Rights Act (1998). This policy and procedure is taken in conjunction with our Confidentiality Policy.

TYPE OF RECORDS

Attendance records are kept on a daily basis, these are used as a fire register and to assess the child's attendance.

Records include personal details, contact records, observation, assessment, behaviour and incident records and also records from outside agencies.

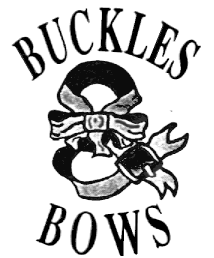
Records are kept at all staff meetings, and used as a basis to enhance the overall running of the group.

WHO WILL HAVE ACCESS TO CHILDRENS RECORDS

Records regarding children will only be available to the child's parent/guardian, Manager and keyworker. If an outside agency requests this information, the parents/guardians permission will be sort.

WHO WILL HAVE ACCESS TO STAFF RECORDS

Staff records are kept by the Manager and will only be made available to the individual staff member.



CONFIDENTIALITY

All records will be dealt with in the strictest of confidence and stored in a safe, secure place.

Due to lack of time available for staff to complete these records whilst in preschool, the childrens' developmental records may be taken home by the key person. However they must be made aware that these are strictly confidential and must not be shared with any other persons who may have access to them. Developmental records must also be signed in and out by the Key Person and authorized by the Manager on duty.