

The Jungle Day Nursery & Cheeky Monkeys Nursery Ltd

Procedure 14-01

Control of Records

The policy summarises the systems and arrangements in place at the nursery to control records and personal files in line with the requirements for OFSTED registration.

1. Each set of records will be maintained in a secure location within the Nursery's administration office and in such a manner to prevent spoilage or deterioration. Records will be collated and filled in an orderly fashion and indexed so as to be easily retrievable.
2. A quality Records log will be maintained which will identify the following for each set of records, taking into account statutory requirements as applicable;

Location of storage

Where records are stored on a word processor/ computer – the back up facilitates in place.

Restrictions on staff that are authorised to have access to individual sets of records.

3. Obsolete records will be processed as follows:
Where history records are required – If the records are not needed after 5 years those will be disposed off using a shredder. Records will be continually reviewed annually.

The nursery manager must always be aware of appropriate legislation/ regulations governing the storage periods for archived records, and archiving will be in accordance with these requirements.

Disposal - - by shredding. This will require authorisation by the nursery manager.

4. In respect of a child's personal records, these are included as part of the overall quality record system. The registered parent/ guardian/ carer of the child is entitled to access these records at any time.

Signed by _____ Date _____ Review Date _____

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