Aldbourne Preschool

Back Lane, Aldbourne, Marlborough, Wiltshire SN8 2BP Telephone: 01672 540434   
Email: aldournepreschool@gmail.com  
Web: www.aldbournepreschool.com

**Policy: *Record Keeping***

|  |  |  |  |
| --- | --- | --- | --- |
| Issue Date | page1image14392Review Date | Document Owner(s) | page1image16120page1image16440Approved |
| June 2018 | page1image20192June 2019 | Cleo Jerram | page1image22432page1image22752Julie Kent |

This policy has been drawn up by the staff of the Preschool, in consultation with the Owners and parents.

The following records are kept and maintained at the Pre-School, as required by Ofsted and the Children’s Act regulations:

* Parent and child personal details
* Children’s assessment records
* Staff Qualifications
* Staff, volunteers and committee member personal details
* Fire Drills
* Accident Record Book
* Children’s dietary requirements
* Daily attendance register
* Risk Assessments

These items are kept in a lockable office and are strictly confidential. They are only available to those who have a right or professional need to see the information.

The Accident book, Fire Drill Book and daily attendance register will be kept for 2 years from the date of the last entry.

There is currently no common agreement about the length of time other records should be kept, but recent European Court of Human Rights judgements suggest that it might be as long as 21 years and 3 months. As a minimum, records will be kept until after the next Ofsted inspection.