



Sherwood Pre-School
Community. Learning. Progress.

RECORD KEEPING POLICY

The following documents/records will be kept on children in the care of our setting:

- Registration details, including family details, medical history and ethnicity.
- Entry profile to enable us to establish the child's stage of development and identify their likes and dislikes.
- Every child will have a Learning journal which will document significant achievements and help staff plan effectively for all individual children up to 60 months of age. The Learning journal will be passed on to the next setting when the child leaves.
- Photos of the children may be used to enhance their file and for displays within the setting. Parents will:
 - Be asked to sign a permission slip in order for staff to observe their children and for photos of their children to be taken and displayed.
 - Be fully informed as to the reasons for these observations.
 - Be asked to share information and inform Sherwood Pres-School of anything relevant to their child's records.

Staff will:

- Observe children on a regular basis.
- Share information with parents and at staff meetings.
- Make assessments from observations to inform planning

Records will be:

- A positive records of the child's achievements
- Confidential – information will only be shared with staff and the parent/carer. Parents will only have access to their own child's file.
- Available only on request via the key person or manager

- Kept in a safe place.
- Updated on a regular basis by the key person. However it is the ultimate responsibility of the manager to ensure that this is done.
- It is the policy of the pre-school to do the two year assessment when the child is approximately 33 months.

Reviewed: May 2023