

## Apple Tree Day Nursery Documentation Policy.

### Children and their families.

*All documents relating to children and their families will be kept in a secure cupboard in the office or on our nursery data base. This information will only be accessible by those with authorisation.*

*Children's registration details and any changes in circumstances will be updated on a termly basis by providing parents / carers with a ' termly update form'. Parents and carers will be regularly reminded through termly newsletters about the importance of informing nursery staff of any relevant changes as and when they take place. Senior members of staff will carry out ' emergency contact checks' every term, to ensure that parents/ carers or their emergency contacts are available at all times.*

*All children's records will be kept for a minimum of two years. This includes registers, accident forms, inwards accident forms, incident records and medication records.*

*Children's development records are the responsibility of the child's key worker. These records should be kept up to date on at least a monthly basis and should form the basis of short term plans for individual children. It is the responsibility of the nursery manager to oversee these procedures and ensure that they take place.*

### Staff, students and volunteers.

*Staff, student and volunteer details are up dated by the nursery manager approximately every three to four months. All staff, students, and volunteers are encouraged to notify the nursery manager of any changes in circumstance as and when they occur. This information is kept on the premises and is only accessible by the nursery owner, manager, deputy manager and senior nursery nurse.*

*It is the responsibility of the nursery manager to ensure that all staff files*

*are kept up to date, that they are in receipt of a CRB enhanced disclosure and that they have undergone all suitability checks as set out in the recruitment policy and procedure. The details of these should be recorded on the relevant forms and filed into individual staff files.*

*The nursery owner and manager are responsible for informing Ofsted of any relevant changes to staff, premises, management, use of rooms, serious illness or accidents involving children, staff, students, or volunteers and police or social services involvement.*

*Reviewed and agreed on*

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*Next review date*

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