

# Poppet's Pre-School

## Record Keeping Policy

At Poppet's Pre-School all information on children and adults will be treated confidentially and stored securely.

Information will be checked regularly to ensure that we have up to date records. This is particularly important with emergency contact details. All parents are asked to inform us immediately if their contact details change.

Lists, records and attendance sheets are produced to support different aspects of the work of the setting. It is the staff's responsibility to ensure that these are completed promptly and accurately and are stored safely.

Written records are made of all accidents and incidents and these are stored securely within the setting. All staff are aware of the importance of recording accurate, factual information.

In the interest of equality of opportunity and freedom of information, as much information as possible is shared with the parents and staff regarding the day to day running of the setting, our aims, objectives, values and vision.

**This policy was adopted on: ..... (date)**

**Signed on behalf of the pre-school: .....(owner)**

**Date for review: August 2015 (annually)**