

## Record Keeping Procedures - Children's Records

In accordance with the GDPR (see appropriate policy) & EYFS Statutory Guidance, we keep records of:

### Children

- Full details of all children attending the nursery and those on the waiting list, this information includes:
  - Full Name
  - Date of birth
  - Address & Postcode
  - Religion & Ethnic Group (in accordance with funding guidelines)
  - Allergies, dietary requirements and illnesses of individual children;
- names, addresses and telephone numbers of parents and adults authorised to collect children from setting;
- names, addresses and telephone numbers of emergency contacts in case of children's illness or accident;
- times of attendance of children, staff, volunteers and visitors;
- accidents/incidents and medicine administration records;
- consent for outings, observation and the taking of photographs
- consent for the administration of medication and/or emergency treatment in case of accidents / incidents.

This information is initially recorded on the registration form and then transferred to the nursery database. The computer is password protected and the computer/paper registration forms are kept in a locked storeroom when nursery is closed. Parents do not have access to the registration forms during nursery opening times.

In addition, the following procedures and documentation in relation to health and safety are in place:

- Risk assessment.
- Record of visitors.
- Fire safety procedures.
- Fire safety records and certificates.
- Operational procedures for outings.
- Vehicle records including insurance. (N/A)
- List of named drivers. (N/A)
  
- Administration of medication.
- Prior parental consent to administer medicine.
- Record of the administration of medicines.
- Prior parental consent for emergency treatment.
- Accident record.
- Sick children.



Signed: *Steve Colley* - Page 1 of 1-  
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Recording Information - Children Policy  
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