



Documentation Policy

Date updated: November 2025

Date of next review: November 2026

We will keep records, policies and procedures required for the efficient and safe management of our practice and to promote the welfare, care and learning of all children. These help parents to understand our views and practices concerning childcare and serve to lay some ground rules.

Each child has his/her own individual file, contract, record of information, medication record and accident and incidents record. These are stored securely, and confidentiality is always maintained.

Here is a list of some documentation we have access to whilst on the premises:

- Emergency contact record. It is your responsibility to please keep us up to date with new contact numbers and change of address.
- Daily attendance record
- Accident/incident record
- Medication administered record
- A record of risk assessments carried out
- Fire evacuation plan
- Registration certificate
- Public liability insurance document
- Safeguarding records
- Staff training records