

ST JOHN'S SUNSHINE PRE-SCHOOL

RECORD KEEPING POLICY

It is part of our registration with Ofsted that we hold information about the children within our care and details of their immediate family. We ensure that all our records are kept confidential and that if for any reason information needs to be shared via email it will always be password protected. All paper records holding information are stored within the filing cabinet which is locked when the Pre School is not open.

When starting at St. John's Sunshine Pre School your child will receive a scrapbook which will be where we will place any samples of their work along with a comment about what the work is and the date attached.

Your child will also be registered on Tapestry which is our online learning journal where we keep track of your child's development from observations both from home and Pre School. You will have access to Tapestry, please see the Tapestry policy for further details.

All records we hold regarding your child are available for you to view at any time, please speak to the Manager, Deputy or Keyworker if you wish to view these.

Records are stored for 3 years after your child has left the setting unless these are accident forms which will be stored until the child reaches 21 years old.

Sharing of documents

Sometimes it is required that we share your contact details and your child's records with outside agencies if this is required we will gain your permission prior to sharing this information.

Your child's journal and scrapbook may be requested by Ofsted during their inspection of the Pre School, this is for Ofsted to ensure we are doing the best for your child.