

PRE-SCHOOL AT ST SAVIOURS

Policy on Essential Records

The following records are kept on the premises at all times

1. Name, home address and date of birth of each child.
2. Name, home address and telephone number of a parent of each child so registered.
3. Name, home address and phone number of every person living on or employed on the premises.
4. Details of any person who will be in unsupervised contact with children at any time (including for example the member of staff who will stay behind in the event of a child not being collected by a parent on time).
5. Daily record of children on the premises, and their hours of attendance.
6. Record of any accidents.
7. Record of any medicines supplied to children at the request of parents.
8. Procedures for and record of any fire or accident.
9. Procedures to be followed in the event of a parent failing to collect a child at any time.
10. Procedures to follow in the event of a child being lost.
11. Record of any complaints from a parent about the service offered by the pre-school.

12. Procedures for the protection of children in the event of an allegation of abuse or neglect.
13. Copy of the standard contract with parents.
14. Staff rotas and cover for staff illness.
15. Qualifications of everyone employed in the facility
16. Collection of children procedures in the event of an emergency.

Signed on behalf of the Partnership

October 2021

Jeanette Samuel -

Partner