

## 9. Records

### **All records are kept confidentially.**

All parents must have completed an enrolment form prior to joining Playgroup. This form provides the Playgroup with your Child's personal details such as allergies, special needs and important emergency contact. This form is updated annually in September.

#### **Listed below are all records that are kept and maintained:-**

Name, home address and date of birth of each child who is looked after on the premises - Playgroup File

Name, home address and telephone number of a parent - Playgroup File/Rota Secretary  
Daily register of all children looked after on the premises, their hours of attendance and the names of persons who looked after them - Playgroup File

List of all planned activities - Playgroup File

Any medical problems, accidents, medication or first aid given at the premises, including the date and circumstances of its administration, who administered, including medicinal products which the child is permitted to administer to himself, together with a record of parents consent - Playgroup File

Accident/Incident book. Parents to sign and date when notified - Playgroup File

Sanctions applied for unacceptable behaviour - Playgroup File

Fire drills and fire equipment maintenance - Playgroup File

Details of risk assessments undertaken - Playgroup File

Name, address and telephone numbers and emergency contacts for staff - Playgroup File/Rota Secretary

Name, address and telephone numbers of Committee members - Playgroup File/Rota Secretary

Staff qualifications, training and professional development information, updated when necessary - Chairperson File

Observations of children - Playgroup File

Communication Passport - Playgroup File

Children's Questionnaire - Playgroup File

Terms and conditions of employment - Chairperson File

Duty lists for staff and helpers - Rota Secretary

Full annually audited accounts which include petty cash, fees, PAYE and records of all 3 and 4 year olds receiving grants - Treasurer

Current insurance policies and certificate, copies are displayed on the noticeboard

Minutes of each meeting - Minutes Secretary

Parental Permission Slips. Which agree for general correspondence to be sent by email, photographs to be taken including for the use on our website.

A statement of the procedure to be followed in the event of a parent failing to collect a child or of a child being lost - Policy File

A statement of the procedure to be followed where a parent/carer has a complaint about the service provided by the registered person - Policy File

A statement of the arrangements in place for the protection of children, including arrangements to safeguard the children from abuse or neglect and procedures to be followed in the event of allegation of abuse or neglect - Policy File  
Ofsted File detailing 5 outcomes, parent questionnaires, inservice training -Playgroup File.  
**Ofsted to be notified of the following (prior to or within 14 days):-**

Change to premises, facilities and provision

Any change of address of the premises.

Any change in the facilities to be used for day care on the premises, including changes to the number of rooms, their function, the number of lavatories and washbasins, and any separate facilities for adult workers and access to the premises for care.

Any change in the hours during which day care is provided.

Any change in the childcare category applicable to the provision (for instance, if you decide you want to set up a crèche or you want to extend sessional care to full day care).

Changes to people and their suitability

Any change to the person in charge.

Any change to the people looking after children on the premises.

Any changes to the Chairperson, Secretary or Treasurer where the day-care is provided by a partnership, committee or corporate body. Ofsted must be informed of the new person's date of birth, full name, any former names and their full address. They must also be notified if any of the details supplied change.

Any other matter which may affect the suitability of any person looking after children or the suitability of any person living, working or employed on the premises to be in regular contact with the children.

Matters affecting the welfare of children

Ofsted must be informed of the outbreak of an infectious disease which a registered medical person considers sufficiently serious to be notified.

Any serious injury or serious illness or death of any child or other person on the premises.

Any allegations of serious harm against, or abuse of, a child by any person looking after children or living, working or employed at the premises.

Any serious matter or event which is likely to affect the welfare of any child on the premises.