

# Documentation Policy

## Rationale

In Peasmarsh Flying Start Pre-School we keep efficient and effective documentation of records, policies and procedures. This enables us to run Peasmarsh Flying Start Pre-School efficiently, complies with national and local legislation and guidelines and ensures the safety, welfare, learning and well-being of the children. All policies and procedures are shared with the staff in the pre-school centre and individual children's records are shared with their parents.

## Implementation of the policy in Peasmarsh Flying Start Pre-School

### The Supervisor must:

- Recognise that the purpose of compiling any documentation is to:
  - Meet children's needs.
  - Put policy into practice within the Pre-School.
  - Keep account of significant data.
- Maintain necessary documentation relating to:
  - Management.
  - Premises.
  - Staff.
  - Children.
  - **A suggested list of the documentation that the setting should maintain is provided later in this policy.**
- Ensure that documentation is accurate, relevant and sufficient.
- Develop efficient systems for the management and upkeep of documentation so that the process is not cumbersome or time-consuming.
- Keep records stored safely and securely.
- Ensure that documentation is accessible for those with authority of access.
- Ensure that confidentiality of records is maintained.
- Share records about individual children with their parents.
- Record the following significant changes and notify relevant officers of:

- Changes to the premises.
- Allegations of abuse.
- Significant events.
- Changes to the overall management and organisation.
- Serious illness or accidents.
- Death of a child or member of staff.
- Police or Social Services involvement in the Pre-School centre.
- Implement procedures to transfer children's records to their next setting.
- Keep all records until after the next Ofsted Inspection
- Make all documentation available for any Ofsted Inspection.

## Records to keep on site

The following specific records must be kept on site:

- The name, home address and date of birth of every child, with the name, home address and telephone number of a parent.
- The name, home address and telephone number of the manager or registered person, all staff, and all persons working with the children.
- Procedures to be followed in the event of a fire or accident.
- Procedures to be followed if a child is lost or is not collected by a parent.
- Procedures for complaints about the setting.
- Procedures and arrangements for safeguarding issues.
- Registers, accident records and medical records – these should all be kept for two years.

## Documentation that the setting should maintain

### Management

1. Admissions.
2. Compliments & complaints.
3. Data protection.

### Premises

1. Planning permission & plans.
2. Maintenance & repair.
3. Gas & electrical safety checks.

## Staff

1. Appointments.
2. Appraisal.
3. Employment & conditions of service.
4. Job descriptions.
5. Roles, responsibilities and rotas.
6. Staff absence and leave.

## Children

1. Health & Safety Policy.
2. Behaviour Policy.
3. Safeguarding policy-related procedures.
4. Special Needs Policy.
5. Planning, observations & assessments.
6. Specific requirements – dietary; faith; medical care; family circumstances.

## Adoption of Policy

This policy was adopted at a meeting of the committee of Peasmarsh Flying Start Pre-School on Pre-School premises on:

Date: .....

Signed on behalf of the Pre-School: .....

Print name of signatory: .....

Witnessed by: .....

Print name of witness: .....

## Agreement to adhere to policy by Pre-School staff

I confirm that I have read and understood this policy:

Name of staff member: Dawn Bull

Signature: .....

Date: .....

Name of staff member: Julie Stevens

Signature: .....

Date: .....

Name of staff member: Sarah Sturmer

Signature: .....

Date: .....

Name of staff member: Vonni Haydon

Signature: .....

Date: .....

Name of staff member: Rowena Tucker

Signature: .....

Date: .....

Name of Student/ Volunteer: .....

Signature: .....

Date: .....