

## Record-Keeping

Merry Kidz Day Nursery will protect the interests of the children, their parents and our staff by maintaining confidential all records and personal information held by us.

We take seriously our duty to keep safe the information we hold on staff, parents and children. All such records will be stored in a safe and secure manner and not revealed to anyone except those persons and authorities legally entitled to access the information.

### Implementation

- All records on staff, children and their families, are kept secure in a locked cabinet.
- During orientation we will provide relevant information to staff and parents about which records are kept and how they will be kept.
- The Registered Person will securely retain records for a period of at least three years after the last date on which the child attended.
- Records about individual children are shared with the child's parents except where this would place the child's welfare at risk.
- Records are always available for inspection by OFSTED.