



**QUALITY SELF-ASSESSMENT PROGRAMME**

**1 BUSINESS MANAGEMENT**

**1.6 RECORD-KEEPING & CONFIDENTIALITY**

**CHILD CARE SETTINGS - DAY NURSERIES**

Page 1-6/2 Version 3i interactive © GMP Systems, Year 2004

**OUTCOMES TO BE ACHIEVED:**

*The Nursery records relating to children and staff are maintained in accordance with Registration requirements, and are legible, detailed, up-to-date and kept securely and in such a way as to facilitate ease of retrieval, control, and to promote confidentiality.*

*Elements addressed:*

- Essential Records
- Access to Records
- Retention of Records
- Data Protection & Computerised Record Files
- Confidentiality of Personal Details & Data
- Registers of Children & Staff
- Reporting of Events & Changes

#	Performance Indicator / Standard	SCORE	Evidence
18	Essential Records include details of checks done on Portable Electrical Appliances, and maintenance of the premises, grounds, toys and equipment.		
19	For each staff member there is a portfolio containing name, address and details of qualifications, training and experience kept at the Nursery.		
20	The Policy for Control of Records identifies storage locations, responsibility for control, and staff authorised to have access to them (confidentiality).		
21	Records are kept in a secure and clean environment so that they do not deteriorate and to ensure that confidentiality is preserved.		
22	Records are completely legible, dated, up-to-date and signed. This also applies to any archived records.		
23	Records are completed in clear, non-stigmatising language, free from colloquialisms and "trendy" phrases.		
24	Records are maintained in an ordered format, are indexed and easy to retrieve.		
25	There are documented retention times for each record set.		
26	All records are kept for a minimum of 3 years since last entry. For Child Information Records this is 3 years since the child left the Nursery.		
27	Procedures provide for distinguishing between those records which leave the Nursery with the child, and those which are retained at the Nursery.		
28	Nursery Management is aware of its responsibilities under the appropriate Data Protection legislation.		
29	Where records of children or staff are stored on a computer there is adequate password protection to assure maintenance of confidentiality.		
30	Records held on disk are regularly backed-up to guard against data loss.		
31	Back-up copy disks are subject to the same conditions of security and confidentiality as paper ("hard copy") records.		
32	Access to computer records is restricted to named individuals authorised by the Nursery Manager.		
33	There is a documented Confidentiality Policy.		
34	This policy is summarised in a clear and unambiguous Statement for the benefit of parents / guardians / carers.		

