

Management of Records

All records are retained, stored and destroyed in compliance with the requirements established by Article 126 of the Children Order 1995.

All records including complaints, accidents, untoward events and children's records are retained in a secure storage.

Any records about a child are made available to parents who are encouraged to sign and date them when they access them

All records pertaining to children and staff will be available for inspection by Early Years Team

The Manager Michelle Scott keeps appropriate records of all accidents, injuries or untoward incidents involving staff or children in the setting. Parents read date and sign the record as soon as possible after the event.

The 123 Club will inform the Trust, without delay, of the following

- Allegations of abuse by a member of staff or any abuse that is alleged to have taken place on the premises
- Any other significant event, eg, serious illness, injury, or accident necessitating medical attention or death of any child whilst in the care of the provider
- The Manager or staff who is subject to police or social services investigation, including allegations of child abuse or domestic violence issues and
- If the Manager or staff has received any new charges or convictions subsequent to their employment in the setting.