



# Little muddy me

## Documentation Policy

**Date updated: October 2023**

**Date of next review: October 2024**

We will keep records, policies and procedures required for the efficient and safe management of our practice and to promote the welfare, care and learning of all children. These help parents to understand our views and practices concerning childcare and serve to lay some ground rules.

Each child has his/her own individual file, contract, record of information, medication record and accident and incidents record. These are stored securely, and confidentiality is always maintained.

**Here is a list of some documentation we keep on our premises:**

- Emergency contact record. It is your responsibility to please keep us up to date with new contact numbers and change of address.
- Daily attendance record
- Accident/incident record
- Medication administered record
- A record of risk assessments carried out
- Complaints forms
- Fire evacuation plan
- EYFS observation records
- EYFS planning
- EYFS assessment
- Policies
- Registration certificate
- Public liability insurance document
- Food hygiene certificate.
- Safeguarding records
- Staff training records