



Record Keeping

It is our aim to maintain detailed and accurate records at all times.
As a minimum Horn End Nursery will always keep the following:-

Enrolment documents, detailing medical and emergency information.

Daily registers/detailing in/out times of children.

Accident, medication and first aid records.

Fire drill records.

Records of racist, sexist incidents.

Curriculum planning records.

Records of complaints

Records of contacts with parents.

Children's developmental assessments.

Leavers Reports.

Staff files/records of attendance/rotas.

Health and Safety records.

Records of Visitors.

Details of operational procedures.