

Management of Records Policy

There is a policy on the retention, safe storage and destruction of records, including computerised records, and practice is in compliance with this policy. Recording practice complies with requirements established by Article 126 of the Children (NI) Order 1995.

All records, including complains, accidents, untoward events and children's records are retained in secure storage for the periods outlined in the setting's record management policy.

All records, including those pertaining to children and staff, are available for inspection by the Trust's Early Years Team.

"Little eco steps LTD" keeps appropriate records of all accidents, injuries or untoward incidents involving the adults or children in the setting. Parents read, date and sign the record as soon as possible after the event.