



## Record Keeping Policy

Version History	
Date	Comments
13/09/2016	Reviewed
17/10/2016	Rebrand
22/05/2018	Reviewed and references to CSSIW changed to CIW. Reference added to my GDPR policy.

**This policy is written in conjunction with my General Data Protection Policy.**

Any records kept on an individual child are kept for 5 years as stipulated in the national minimum standards or as referred to in my General Data Protection Regulation policy.

As a childminder I am obliged to inform CIW of the following:

- Any changes in members of staff and people living on the premises.
- Any changes in the name or home address of any of the above.
- Any significant changes to the premises or any change of address.
- Any significant changes to the type of care or in the hours in which care is provided.
- Any infectious disease, serious injury or death.
- Any allegations of serious harm or abuse which is alleged to have taken place at the premises.
- Any other significant event likely to affect the suitability of the registered person, or likely to affect the welfare of the child.

My CIW inspection report will be available to all parents and prospective parents.