



RECORD KEEPING POLICY

Mucky Kidz will maintain records that are required for the efficient and safe management of our setting and to promote the welfare, care and recreation of the children and young people.

We will do this by making sure:

- Records will be kept in accordance with national and local guidelines.
- Parents/carers can access their child's own records.
- Records will be confidential and stored securely.
- Records will be made available only to those with the legal authority to view them.