

SWILLINGTON PLAYGROUP

RECORD KEEPING AND OBSERVATION POLICY

Swillington Pre-School offers a key person system where all members of staff have responsibility for a small group of children. The key person will ensure that the specific needs of every child is recognised through close observation and monitoring of progress.

Both parent/carer and child know the name of their key person from the beginning of their involvement with the pre-school.

Such observations enable the key person to make assessments of the child's progress in the areas of the six early learning goals.. These records are, of course, confidential but are always available for inspection by the child's parent/carer.

When each child leaves the pre-school their written records go with them

Signature:
Date:

Position held: