

## BRIGHTON AND HOVE Documentation checklist

<b>Paperwork and permissions</b>	<b>Date in place</b>	<b>Date Reviewed</b>	<b>Date Reviewed</b>	<b>Date Reviewed</b>
<b>Policies:</b>				
Equalities (including SEN)				
Safeguarding/Child Protection				
Confidentiality				
Behaviour Management				
Health and Safety to include: <ul style="list-style-type: none"> <li>• Premises and security</li> <li>• Risk assessments for premises and outings</li> <li>• Outings</li> <li>• Medicines</li> <li>• Illnesses and injuries</li> <li>• Food and drink</li> <li>• Smoking</li> <li>• Sun safety</li> </ul>				
Late/non collection of child				
Lost child				
Partnership with parents				
Complaints				
Fire evacuation				
Emergency procedure				
Documents for GDPR: <ul style="list-style-type: none"> <li>• Data protection policy</li> <li>• Data audit</li> <li>• Privacy notice</li> <li>• Procedure for breach in data protection</li> </ul>				
<b>Also consider:</b>				
Admissions				
Transitions				

<p>Written parental permission :</p> <ul style="list-style-type: none"> <li>• To seek emergency medical treatment</li> <li>• Transportation in a car</li> <li>• Outings</li> <li>• Photographic consent including mobile phone use for photographs</li> <li>• Application of creams e.g. sun and nappy</li> <li>• To share information with other professionals and settings</li> <li>• To hold information on a computer</li> </ul>				
Knowledge of notifying Ofsted of significant changes				
Safeguarding letter to parents				
Risk assessments for premises and outings				
<p>Record of accidents and injuries to include:</p> <ul style="list-style-type: none"> <li>• Those occurring on the premises and outings</li> <li>• Pre-existing injuries</li> </ul>				
<p>Record of medicine administered to include:</p> <ul style="list-style-type: none"> <li>• Name of the medicine</li> <li>• Date and time administered and by whom</li> <li>• Dosage administered</li> <li>• Parents signature before and after</li> </ul>				
Welcome pack/info for parents				
Child record form/Registration form including who has parental responsibility				
Attendance Register				
Contracts				
Complaints Log				

Planning Sheets, including 2 year old progress check				
Learning journal/profile book				
System for communication with parents and between settings e.g. daily diary				
Children's interest sheet (for parents to complete)				
Inspection report (provide copy for parents)				
Certificate of registration (displayed)				
Current insurance certificate				
Up to date First Aid Certificate				
Visitors record				