**Principle**

Little Buds is aware of the importance of keeping up to date records not only on the children in the playgroup, but also on the staff.

Policy

This policy informs us of the information that is required to be held on each member of staff/volunteer/student

**Procedure**

Information required on each member of staff

1. Full name and address
2. Date of Birth
3. Next of Kin
4. Birth certificate
5. Qualifications
6. Certificates of qualifications and personal development.
7. Staff development
8. Vetting
9. AccessNI
10. Form stating that they have received a copy of the policies.
11. Temperature form (Covid-19).

These records will be held in a secure place during the staff’s time as an employee in Little Buds Playgroup. If a member leaves employment, their records will them be shredded as they will be no longer required.

**Monitoring**

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was adopted by Little Buds Management Team

Signed:……………………………………………………………………………………

(on behalf of the setting)

Position: …………………………………………………………………………………..

Date: …………………………………………………………………………………..

Reviewed on:

Date:…………………. Signed:……………………………………………

Date:…………………. Signed:……………………………………………

Date:………………… Signed:……………………………………………