

Beechwood Childcare Limited

Assessment policy

Beechwood Childcare Limited will make assessments of children with regards to their learning and development whilst in the setting with a view to offering the best possible education to children that we can. A child's key person as well as senior staff members will be required to update these records.

If a child is receiving extra learning support from another professional from an external source other than Beechwood, they may have input on a child's records whilst working with a member of Beechwood staff. In these cases, the matter will be discussed with the parents/carers of the child in question beforehand. All assessments made by visiting practitioners will be made available to parents upon request.

All records pertaining to the development of the children are strictly confidential; those staff members responsible for the upkeep of records will have access, as will senior staff members, usually the officer in charge, for the purpose of checking the appropriateness and accuracy of records. Outside authorities will be allowed supervised access to children's records also for the purpose of checking appropriateness and accuracy.

Records of children's development are working documents; therefore, they will be made readily available within the setting, during the operating hours of the setting, to those staff members who need access for the purpose of updating records. They will be stored in such a way that they are not on public display and cannot be easily accessed without requesting them from a member of staff first. At the end of the day records will be stored securely.

