

## 10.7 Provider records

### Policy statement

We keep records and documentation for the purpose of maintaining our business. These include:

- Records pertaining to our registration.
- Landlord/lease documents and other contractual documentation pertaining to amenities, services and goods.
- Financial records pertaining to income and expenditure.
- Risk assessments.
- Employment records of staff including their name, home address and telephone number.
- DBS check reference number and date of all employees, volunteers and committee members.

Our records are regarded as confidential on the basis of sensitivity of information, such as with regard to employment records and these are maintained with regard to the framework of the General Data Protection Regulation (GDPR) 2018, further details are given in our Privacy Notice and the Human Rights Act (1998).

This policy and procedure should be read alongside our Privacy Notice, Confidentiality and Client Access to Records policy and Information Sharing policy.

### Procedures

- All records are the responsibility of the officers of the management committee who ensure that the staff keep these securely.
- All records are kept in an orderly way in files and filing is kept up-to-date. All electronic records are kept on the setting laptops and ipads, which are password protected.
- Financial records are kept up-to-date for audit purposes.
- Health and safety records are maintained; these include risk assessments, details of checks or inspections and guidance etc.
- Our Ofsted registration certificate is displayed.
- Our Public Liability insurance certificate is displayed.
- All our employment and staff records are kept securely and confidentially.

We notify Ofsted of any change:

- in the address of the premises;
- to the premises which may affect the space available to us or the quality of childcare we provide;
- to the name and address of the provider, or, the provider's contact information;

- to the person managing the provision;
- any significant event which is likely to affect our suitability to look after children; or
- any other event as detailed in the *Statutory Framework for the Early Years Foundation Stage* (DfE 2017)

**Legal framework**

- General Data Protection Regulation (GDPR) 2018
- Human Rights Act 1998

This policy was adopted at a meeting of

Crick Pre-School

Held on

25<sup>th</sup> April 2018

Date to be reviewed

June 2018

Signed on behalf of the management committee



Name of signatory

Amy Ellis

Role of signatory (e.g. chair/owner)

Chair

**Other useful Pre-school Learning Alliance publications**

- Accident Record (2013)
- Accounts Record (2005)
- Safeguarding Children (2013)
- Recruiting and Managing Employees (2011)
- Financial Management (2010)
- Medication Administration Record (2013)
- Daily Register and Outings Record (2012)
- Managing Risk (2009)
- Complaints Investigation Record (2015)