



Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met

10.4 Provider records

Policy statement

We keep records and documentation for the purpose of maintaining our charity. 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 where required.
- Employment records of the staff including their name, home address and telephone number.
- Names, addresses and telephone numbers of anyone else who is regularly in unsupervised contact with the children.

We consider the Pre School's records as confidential based on the sensitivity of information, such as with employment records. These confidential records are maintained with regard to the framework of the General Data Protection Regulations (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 kept secure and only those working within the pre school can gain access to them.
- All our records are kept in an orderly way in files and filing is kept up-to-date.
- Our financial records are kept up-to-date for audit purposes.

- We maintain health and safety records; these include risk assessments, where required, details of checks or inspections and guidance etc.
- The setting's Ofsted registration certificate is displayed in the entrance area.
- Our Public Liability insurance certificate is displayed in the office.
- All our employment and staff records are kept securely and confidentially.

We will notify Ofsted of any:

- Change in the address of our premises.
- Change to our premises which may affect the space available to us or the quality of childcare we provide.
- Change to the name and address of the provider's contact information (name, address or contact information and/or change to the person managing the pre school).
- Significant event which is likely to affect our suitability to look after children.
- Other event as detailed in the Statutory Framework for the Early Years Foundation Stage (DfE 2017).

Legal framework

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

<i>This policy was adopted at a meeting of Pirton Pre-School Committee.</i>	
Held on (date)	
Signed on behalf of the Management Committee / Proprietor	
Role of signatory (e.g. chairperson)	