

# Safeguarding and Welfare Requirement: Information and Records

**10.4 Provider records**

# Policy statement

We consider provider records as confidential based on the sensitivity of information contained within each document. We have record keeping systems in place that meet legal requirements to maintain confidential records. The means we use to store and share information takes place within the framework of the General Data Protection Regulation (2018) and the Human Rights Act (1998).

This policy and procedure is taken in conjunction with the Confidentiality and Client Access to Records Policy and Information Sharing Policy.

# Procedures

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, telephone number and qualifications.
* Names, addresses and telephone numbers of anyone else who is regularly in unsupervised contact with the children, for example students on recognised training.
* DBS and Ofsted registration details for staff and committee members.
* All records are the responsibility of the management team who ensure they are kept securely.
* All records are kept in an orderly way in files and filing is kept up-to-date.
* 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.
* Staff and students know what information the provider has on record, what it is used for and for how long it will be kept.

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 (Published March 2017, Effective April 2017).

# Legal framework

* + General Data Protection Regulation (2018)
  + Human Rights Act (1998)

# Other useful Pre-school Learning Alliance publications

* + Accident Record (2017)
  + Accounts Record (2015)
  + Safeguarding Children (2013)
  + Recruiting Early Years Staff (2016, with online GDPR update 2018)
  + People Management in the Early Years (2016, with online GDPR update 2018)
  + Financial Management (2010)
  + Medication Administration Record (2017)
  + Daily Register and Outings Record (2018)
  + Managing Risk (2009)
  + Complaint Investigation Record (2015)

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| This policy was adopted at a meeting of | Meadow Parents’ Association Committee Meeting |
| Held on | 31st March 2014 |
| This policy was amended | March 2019 |
| Date to be reviewed | March 2020 |
| Signed by Chair |  |
| Name | Jo Hargreaves |
| Signed by Nursery Manager |  |
| Name | Debbie Hill |