

## **Safeguarding and General Welfare Requirement: Documentation/Information and Records**

Providers must maintain records, policies and procedures required for the safe and efficient management of the settings and to meet the needs of the children.

## **Record keeping**

### **5.2 Provider records**

#### **Policy Statement**

We keep records 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.

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 Regulations (2018) and the Human Rights Act.

This policy and procedure is taken in conjunction with the 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 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.

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 our registered provider, or the provider's contact information/my name, address or contact information];
- Change to the person managing our provision;
- significant event which is likely to affect our suitability to look after children; or

other event as detailed in the *Statutory Framework for the Early Years Foundation Stage* (DfE 2017).

### **Legal framework**

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

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

- Accident Record (2013)
- Accounts Record (2015)
- Safeguarding Children (2013)
- Recruiting Early Years Staff (2016)
- People Management in the Early Years (2016)
- Financial Management (2010)
- Medication Administration Record (2015)
- Daily Register and Outings Record (2015)
- Managing Risk (2009)
- Complaint Investigation Record (2015)

**This policy was reviewed and updated 2017/2018. The policy will be adopted at the next AGM.**

**All policies are reviewed on an annual basis before the September AGM.**