

## **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.

### **10.7 Provider records**

#### **Policy statement**

I keep records and documentation for the purpose of maintaining my business. These include:

- Records pertaining to my 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 my 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.

I consider my 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 my Privacy Notice, Confidentiality and Client Access to Records Policy and Information Sharing Policy.

#### **Procedures**

- All records are my responsibility and I ensure they are kept securely.
- All my records are kept in an orderly way in files and filing is kept up-to-date.
- My financial records are kept up-to-date for audit purposes.
- I maintain health and safety records; these include risk assessments, details of checks or inspections and guidance etc.
- My Ofsted registration certificate is displayed.
- My Public Liability insurance certificate is displayed.
- All my employment and staff records are kept securely and confidentially.

I notify Ofsted of any:

- change in the address of my premises;
- change to my premises which may affect the space available to me or the quality of childcare I provide;
- change to my name, address or contact information;
- change to the person managing my provision;
- significant event which is likely to affect my 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

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|---|------------------|---------------------------|
| This policy was adopted by                        | Pewsey Preschool | <i>(name of provider)</i> |
| On  | May 2018         | <i>(date)</i>             |
| Date to be reviewed                               | May 2019         | <i>(date)</i>             |
| Signed on behalf of the provider                  | N/A              |                           |
| Name of signatory                                 | Karen Carmichael |                           |
| Role of signatory (e.g. chair, director or owner) | Owner/Manager    |                           |