

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

Hanborough Pre-School 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.
- Employment records of our 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.

Hanborough Pre-School consider our 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 Data Protection Act (2018) and the Human Rights Act (1998).

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

Procedures

- All records are [the responsibility of our management team who/my responsibility and I] ensure they are kept securely.
- 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.
- Hanborough Pre-School maintain health and safety records; 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.

Hanborough Pre-School 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 Hanborough Pre-School provide;
- change to [the name and address of our registered provider, or the provider's contact information/my name, address or contact information];
- [For group provision: change to the person managing our provision];
- [For childminding provision: change to any person living or working on my premises;]
- 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 2014).
- During the COVID-19 outbreak there may be the need to keep additional records as part of outbreak management.
- A central record of all confirmed cases of COVID-19 that affect any member of staff or service user is held. This record does not contain personal details about the individual (unless for a member of staff). Records are kept of individual cases of children/families who are self-isolating due to symptoms. In all cases the principles of data protection are maintained.

Legal framework

- Data Protection Act 2018
- Human Rights Act 1998

This policy was adopted by _____ *(name of provider)*
On _____ *(date)*
Date to be reviewed _____ *(date)*
Signed on behalf of the provider _____
Name of signatory _____
Role of signatory (e.g. chair, director or owner) _____

Other useful Pre-school Learning Alliance publications

- Accident Record (2013)
- Accounts Record (2005)
- Safeguarding Children (Ed 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)