

## **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 business. These include:

- Records pertaining to our registration.
- 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 and telephone number.
- Names, addresses and telephone numbers of anyone else who is regularly in unsupervised contact with the children.

We 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 (1998) 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**

- 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 and are kept for 7 years.
- Health and safety records are maintained; these include risk assessments, details of checks or inspections and guidance etc.
- Our Ofsted registration certificate is displayed in the foyer.
- Our Public Liability insurance certificate is displayed in the foyer.
- All our employment and staff records are kept securely and confidentially.

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 (DfE 2012).

**GDPR**

If we accidentally lose, destroy or share (give unauthorised access) to personal data we will report this “breach” to the Information Commissions Office (ICO).

Personal Data is any data that can be linked to a single person and which identifies them in some way. For example – name and personal email addresses and/or any of the following: postal address, telephone numbers, bank account details, payment card details, marital status and date of birth. However a name and a generic email (info@ is not personal data and an email address alone is NOT personal data unless it can be directly linked to more data stored elsewhere).

**Legal framework**

- Data Protection Act 1998
- Human Rights Act 1998

This policy was adopted at a meeting of	Fairford Pre-School	<i>(name of provider)</i>
Held on	19/10/2010	<i>(date)</i>
Reviewed on:	9.10.17	<i>(date)</i>
Date to be reviewed	9.10.20	
Signed on behalf of the provider	<hr/>	
Name of signatory	<hr/>	
Role of signatory (e.g. chair, director or owner)	<hr/>	

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

- Accident Record (2010)
- Accounts Record (2005)
- Safeguarding Children (2010)
- Recruiting and Managing Employees (2010)
- Financial Management (2010)
- Medication Record (2010)
- Daily Register and Outings Record (2012)
- Managing Risk (2009)
- Complaints Investigation Record (2012)