FOWEY PRE-SCHOOL

**PROVIDER RECORDS POLICY**

We keep records for the purpose of maintaining our business. These include:

* Records pertaining to our registration
* Financial records pertaining to income and expenditure
* Risk assessments
* Employment records of staff, including their name, home address and telephone numbers.

Our records are regarded as confidential on the basis of sensitivity of information, such as with regard to employment records. These confidential records are maintained with regard to the framework of the General Data Protection Regulations (2018) (further details given in our Privacy Notice) and the Human Rights Act (1998). This policy and procedure should be read alongside our Privacy Notice, our

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 Employer’s Liability insurance certificate is displayed, along with details of our Public Liability
* All our employment and staff records are kept securely and confidentially.

We’ll 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 any 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).

**EYFS key themes and commitments**

|  |  |  |  |
| --- | --- | --- | --- |
| **A Unique Child**  | **Positive** **Relationships**  | **Enabling** **Environments**  | **Learning and Development**  |
| 1.2 Inclusive practice  | 2.1 Respecting each other  | 3.3 the learning environment  |   |

**Legal framework**

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

Date of next review: September 2024

Signed……………………………………Position…………………………….. Date……..

Copies of the original signed document are available upon request.