

## **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,



## **PROVIDER RECORDS PROCEDURE**

### **Policy statement**

We keep records and documentation for the purpose of maintaining our charity. These include:

- Records pertaining to our registration.
- 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).

These records are stored at pre-school and at the homes of the chairperson and the administrator due to the lack of secure storage space.

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

## **Procedures**

- All records are the responsibility of the management committee and the administrator 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. These are kept on site.
- Our Ofsted registration certificate is displayed on the notice board.
- Our Public Liability insurance certificate is displayed on the notice board.
- All our employment and staff records are kept securely and confidentially.

We notify Ofsted of any:

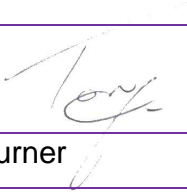
- change in the address of our premises;
- change to our premises which may affect the space available to us or the quality of childcare we provide;
- change to the name and address of our registered provider, or the provider's contact information;
- change to the person managing our provision;
- significant 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 2014).

## **Legal framework**

- Data Protection Act 1998
- Human Rights Act 1998

## **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)

This policy was adopted by	Noah's Ark Pre School	<i>(name of provider)</i>
On	18th April 2016	<i>(date)</i>
Date to be reviewed	April 2017	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Tony Turner	
Role of signatory (e.g. chair, director or owner)	Chairperson	