10.5 Provider records

Policy Statement

We keep records for the purpose of maintaining our business. 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 staff including their name, address and telephone number
- Names, addresses and telephone numbers of anyone else who is regularly in unsupervised and supervised contact with the children

Our records are regarded as confidential on the basis of sensitivity of information, such as with regard to employment records and these are maintained with regard to the framework of the General Data Protection Regulations (2018) and the Human Rights Act (1998).

This policy and procedure is taken in conjunction with our Privacy Notice and the Confidentiality and Client Access to Records policy and Information Sharing policy.

Procedures

- All records are the responsibility of the Manager who ensures they are kept secure.
- 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 Public Liability insurance certificate is displayed.
- All our employment and staff records are kept securely and confidentially.

We notify Ofsted of any change:

- which may affect the space available to us or the quality of our childcare.
- in the address of the premises or the providers address and contact information
- to the person managing the provision

- any significant event which may affect our suitability to look after children; or
- any other event as detailed in the Statutory Framework for the Early Years Foundation Stage (DfE 2017)

Legal framework

- GDPR 2018
- Human Rights Act 1998

Other useful PLA publications

- Accident Record (2013)
- Accounts Record (2015)
- Safeguarding Children (2013)
- Recruiting Early Years Staff (2016)
- Financial Management (2010)
- Medication Administration Record (2015)
- Daily Register and Outings Record (2016)
- Managing Risk (2009)
- Complaints Investigation Record (2015)

Change log		
This policy was changed on	**Signed on behalf of the nursery**	**Reason for change**
7/08/2020	Veronica van Ingen	Adoption of policy
27/10/2021	Veronica van Ingen	No changes, part of annual review
28/01/2026	Veronica van Ingen	No changes