



# Bowes Pre-School & Holiday Club

## 10.7 Provider records

### **Safeguarding and Welfare Requirement: Information and records**

Bowes Pre-school 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.

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

- Records pertaining to our registration
- Contractual documents pertaining to amenities, services and goods
- Financial records pertaining to income and expenditure
- Risk assessments
- Employment records of staff and committee members, 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 General Data Protection Regulations (2018), further details are given in our Privacy Notice and the Human Rights Act (1998).

This policy and procedure should be read alongside our Privacy Notice, 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
- Health and Safety records are maintained; these include risk assessments, details of checks or inspection and guidance, etc
- Our Ofsted registration certificate is displayed **Above the front door**
- Our Charity Commission registration certificate is displayed **Above the front door**
- Our public liability insurance certificate is displayed **Above the front door**
- All of our employment, committee 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 of our Pre-school or our contact information
- To the person managing the setting
- 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 (2017)

## Legal Framework

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

## Other useful Pre-school Learning Alliance publications

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

This policy is fully supported by the Manager, Staff, Committee and parents/carers of Bowes Pre-School.

Signed:- ..... (Chairperson)

Print Name: ..... Date: .....

Signed:- ..... (Manager)

Print Name: ..... Date: .....

Review date: .....