

Providers Records

Policy Statement

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

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

We consider our records as confidential based on the sensitivity of the information, such as employment records. These confidential records are maintained with regard to the framework of the General Data Protection Regulation (GDPR) and the Human Rights Act (1998)

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 stored by the Treasurer securely.
- * Health and Safety Records are maintained; these include risk assessments, details of checks or inspections and guidance.
- * Our Ofsted registration certificate is displayed
- * Our public liability insurance is displayed.
- * All our employment and staff records are kept securely and confidentially.

We notify Ofsted of any of the following changes:

- * Changes to the premises which may affect the space available to us or the quality of childcare provided.
- * Changes to the Manager
- * Changes to committee members
- * Any significant event which is likely to affect our suitability to look after children.
- * Any other as detailed in the Statutory Framework for early Years Foundation Stage (2025)

This policy was adopted by
Position within the Pre-School

Katy Platt
Manager & nominated individual