

# Pound Hill Pre-School Policy and Procedures



## 10.4 Providers records

### Policy Statement

We keep records and documentation 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 number

We consider our records as confidential based on the sensitivity of information, such as employment records. These confidential records are maintained with regard to the framework of the General Data Protection Regulation (GDPR) (2018) 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
- 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 certificate is displayed
- All our employment and staff records are kept securely and confidentially.

We notify Ofsted of any change:

- Changes to the premises which may affect the space available to us or the quality of childcare we provide.
- To the person managing the provision
- Any significant event which is likely to affect our suitability to look after children
- Any other event as detailed in the Statutory Framework for the Early Years Foundation Stage (2021)

This policy was adopted by ..... K Platt.....

Role of Signatory ..... Manager.....

Date .....July 2021.....

Date to be reviewed .....01/09/2022.....