



Hambledon Youth Hut
West Street
Hambledon
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www.hambledonpreschool.co.uk

10.7 Provider 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 our 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 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 our management team and my responsibility to 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.
- We maintain health and safety records; 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 dispose of data in a secure manner, by shredding or incinerating.

We notify Ofsted of any change:

- in the address of our premises;
- to the premises which may affect the space available to us or the quality of childcare we provide;
- to the name and address of our registered provider, or the provider's contact information; [Their name, address or contact information];
- 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 2017). (2016)

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)

Hambledon Pre-School

Safeguarding and Welfare Requirement: Information and Records

- 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)
- Complaint Investigation Record (2015)