

## Provider Records

### Policy Statement

We keep records and documentation for the purpose of maintaining the playgroup. 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, home address and contact details.
- Name, address and contact details of anyone else who is regularly in unsupervised contact with the children.
- For insurance purposes.
- Complaints.

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 and the Human Rights Act. This policy and procedure is taken in conjunction with the *Privacy Notice, Confidentiality and Access to Records policy* and *Information Sharing policy*.

### Procedures

- All records are the responsibility of the officers of the committee 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 etc.
- Our Ofsted registration certificate is displayed, and shown on request.
- Our Public Liability insurance certificate is displayed.
- All our employment 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;
- to the name and address of the provider, or, the provider's contact information;
- to the person managing the provision;
- to a change of committee members, or the Ofsted contact for the committee;
- 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* (DfE 2017).

### Legal Framework

- General Data Protection Regulations (GDPR) (EU) 2018
- Human Rights Act 1998
- Freedom of Information Act 2000
- Statutory Framework for the Early Years Foundation Stage (DfE 2023)
- Data Protection Act 2018

### Further Guidance

- Information Sharing: Advice For Practitioners Providing Safeguarding Services To Children, Young People, Parents And Carers (2018)

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Policy adopted: September 2011

Last reviewed: December 2023

Signed: .....

Name: Kerri Westlake

Position: Chair