



Provider records

Policy statement

Pollington Preschool keep records and documentation for the purpose of maintaining the charity. These include:

- Records pertaining to 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 telephone number.
- Names, addresses and telephone numbers of anyone else who is regularly in unsupervised contact with the children.

Pollington Preschool consider our records as confidential based on the sensitivity of information, such as with employment records. These confidential records are maintained regarding 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 Privacy Notice, Confidentiality and Client Access to Records Policy and Information Sharing Policy.

Procedures

- All records are the responsibility of our management team 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.
- Pollington Preschool maintain health and safety records; these include risk assessments, details of checks or inspections and guidance etc.
- Ofsted registration certificate is displayed.

- Public Liability insurance certificate is displayed.
- All employment and staff records are kept securely and confidentially.

We notify Ofsted of any:

- change in the address of premises;
- change to premises which may affect useable space available or the quality of childcare we provide;
- change to the name and address of our registered provider, or the provider's contact information;
- For group provision: change to the person managing the provision;
- significant event which is likely to affect suitability to look after children; or
- other event as detailed in the *Statutory Framework for the Early Years Foundation Stage* (DfE 2017).

Legal framework

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

This policy was adopted by	_____	<i>(name of provider)</i>
On	_____	<i>(date)</i>
Date to be reviewed	_____	<i>(date)</i>
Signed on behalf of the provider	_____	
Name of signatory	_____	
Role of signatory (e.g. chair, director or owner)	_____	

Other useful Pre-school Learning Alliance publications

- Accident Record (Pre-school Learning Alliance 2017)
- Accounts Record (Pre-school Learning Alliance 2015)
- Safeguarding Children (Pre-school Learning Alliance 2013)
- Recruiting Early Years Staff (Pre-school Learning Alliance 2016)
- People Management in the Early Years (Pre-school Learning Alliance 2016)
- Financial Management (Pre-school Learning Alliance 2017)
- Medication Administration Record (Pre-school Learning Alliance 2017)
- Daily Register and Outings Record (pre-school Learning Alliance 2018)
- Dynamic Risk Management (Pre-school Learning Alliance 2017)
- Complaint Investigation Record (Pre-school Learning Alliance 2015)