

Safeguarding and Welfare Requirement: Information and records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

St Matthew's Pre-School

7.4 Provider records

Policy statement

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

- Records relating to registration.
- Financial records detailing income and expenditure.
- Risk assessments.
- Employment records of staff including their name, home address and telephone number.
- Information relating to CRB/DBS Checks on Staff and volunteers.
- Information relating to members of the Pre-School.

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 (GDPR) and the Human Rights Act.

This policy and procedure is taken in conjunction with the Confidentiality and Client Access to Records policy and Information Sharing policy.

Procedures

- All records are the responsibility of the preschool staff 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.
- 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 nominated person and their contact information;
- to the Registered person, the committee.

- any significant event which is likely to affect our suitability to look after children; or
- any other event as detailed in the revised Early Years Foundation Stage statutory requirements 2017.

This policy was adopted at a meeting of

St Matthew's Pre-School

Held on

_____ (date)

Date to be reviewed

_____ (date)

Signed on behalf of the management committee

Name of signatory

Role of signatory
