

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 the children are met.

Provider Records

Policy statement

We keep records for the purpose of maintaining our business. 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, telephone number and email. Also a name and phone number for an emergency contact for each staff member.

Names, addresses, telephone numbers and email of anyone else who regularly has unsupervised contact with the children and Committee members.

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 Data Protection Act (1998) and the Human Rights Act (1998). This policy and procedure is taken in conjunction with the Confidentiality and Client Access to Records policy and Information Sharing policy.

EYFS Key Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
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Characteristics of Effective Learning

Playing and Exploring Engagement	Active Learning Motivation	Creating and Thinking Critically - Thinking
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Procedures

- All records are the responsibility of the officers of the management 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.
- 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 or the quality of childcare we provide. - Changes to the name and address of the provider or the provider's contact information. - Changes in manager or Chair of the setting. - 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 2012).
- All records will be stored within secure locations and shredded after 3 years unless the Nursery is advised by social services to retain confidential information for needed purposes.

Legal framework

Data Protection Act (1998)

Human Rights Act (1998)

Other useful Pre-school Learning Alliance publications

Accident Record (2010), Accounts Record (2005), Safeguarding Children (2010), Accounts Records (2005), Recruiting and Managing Employees (2010), Financial Management (2010), Medication Record (2010), Daily Register and Outings Record (2012), Managing Risk (2009), Complaints Investigation Record (2012)



Signed on behalf of Hook Village Nursery
Chairperson

Updated October 2021