



Information and Records

10.7 Provider records

Safeguarding and Welfare Requirement : Information and Records

North Bushey Pre-school must maintain records and obtain and share information to ensure the safe and efficient management of the pre-school, and to help ensure the needs of all children are met.

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 and telephone number.

Names, addresses and telephone numbers of anyone else who is regularly in unsupervised contact with the children.

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 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.

During the COVID-19 outbreak there may be the need to keep additional records as part of outbreak management.

A central record of all confirmed cases of COVID-19 that affect any member of staff or service user is held. This record does not contain personal details about the individual (unless for a member of staff). Records are kept of individual cases of children/families who are self-isolating due to symptoms. In all cases the principles of data protection are maintained.

Further guidance on COVID-19 related matters, can be found at www.evalliance.org.uk/coronavirus-early-years

Procedures

■ All records are the responsibility of the North Bushey Pre-school owner 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.

North Bushey Pre-School – Provider records policy

- 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.
- To the name and address of the provider, or the provider's contact information.
- Change to the person managing the provision.
- 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

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

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 2010)
- 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)

North Bushey Pre-School – Provider records policy

This Policy was adopted at a meeting of North Bushey Pre-school held on	November 2020
Date to be reviewed	MAY 2021 OR SOONER IF CHANGES ARE REQUIRED
Provider.	PRE-SCHOOL OWNER

U