Anlaby Park Methodist Pre-School

Record Keeping

**Provider records**

We keep records for the purpose of maintaining our business. These include:

* Registration records
* Financial records.
* Risk assessments.
* Employment records of staff.

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 GDPR 2018 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 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 Employer/Public Liability insurance certificate is displayed.
* All our employment and staff records are kept securely and confidentially.

**Children’s records**

There are record keeping systems in place that meet legal requirements. Storing and sharing that information takes place within the framework of the Data Protection Act and the Human Rights Act.

**Procedures**

We keep two kinds of records on children attending our setting:

**Developmental records**

* These include observations of children in the setting, photographs, video clips and samples of their work and summary developmental reports.
* These are usually kept in the playroom and can be freely accessed, and contributed to, by staff, the child and the child’s parents.

**Personal records**

* These include: registration and admission forms; signed consent forms; correspondence concerning the child or family; reports or minutes from meetings concerning the child from other agencies; an ongoing record of relevant contact with parents; and observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters.
* These confidential records are stored in a lockable cupboard and are kept secure by the Manager/Deputy outside of Pre-School hours. Registers, admission forms with emergency contact details and signed consent forms are kept in the evacuation/emergency box during opening hours.
* Parents have access, in accordance with our information sharing policy, to the files and records of their own children but do not have access to information about any other child.
* Personal information given by parents to staff will be treated as confidential within the group. Staff induction includes an awareness of the importance of confidentiality in the role of the key person

**Other records**

* Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
* Students are advised of our confidentiality policy and are required to respect it.

**Legal Framework**

Data Protection Act 1998

Human Right s Act 1998

**This policy was adopted on: July 2022**

**Signed on behalf of the Pre-School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date for review: June 2023**