

**General Welfare Requirement: Organisation**

Providers must maintain records, policies and procedures required for the safe and efficient management of the setting and to meet the needs of the children.



## Record keeping

# Provider Records

## Policy statement

We aim to be transparent in how we run our business. We keep the following documents to meet the legal requirements of the EYFS and to run our business:

- Records of our registration
- Landlord/ lease contracts and other contractual documentation pertaining to amenities, services, and goods
- Financial records
- Risk assessments
- Employment records of staff
- Accident and medicine records of staff and children
- Paperwork relating to Child Protection
- Record of complaints
- Children’s records, observations, and assessments

Our records are regarded as confidential on the basis of sensitivity of information, such as with regard to employment records. All records are maintained with regard to the framework of the Data Protection Regulations (2018), further details of which are given in our Privacy Notices – Pupils and Parents and Staff and Volunteers, and Human Rights Act 1998.

This policy should be read alongside our Privacy Notices – Pupils and Parents and Staff and Volunteers, Confidentiality and Client Access to Records and Information Sharing Policy.

### 7 Key features of effective practice

The best for every child	High quality care	The Curriculum	Pedagogy	Assessment	Self-regulation and executive function	Partnership with Parents
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[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1007446/6.7534 DfE Development Matters Report and illustrations web 2 .pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1007446/6.7534_DfE_Development_Matters_Report_and_illustrations_web_2_.pdf)

## Procedures

- All records are the responsibility of the manager and directors who ensure they are kept securely.
- Confidential information and records about staff and children are kept securely and are only accessible to those that have the right or professional need to see them.
- 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, by the Bursar.
- Health and safety records are maintained; these include risk assessments, details of checks and inspections and guidance, as well as accident and medication records.
- Our Ofsted registration certificate is displayed.
- Our Public Liability insurance certificate is displayed.
- All our employment and staff records are kept securely and confidentially in a locked filing cabinet.

We notify Ofsted of any:

- change in the address of our premises
- change to our premises which may affect the space available to us or the quality of childcare we provide
- change to the name and address of our registered provider, or the provider's contact information
- changes to the person managing our provision
- significant event which is likely to affect our 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 reviewed by	Shereen Milledge - Manager
Adopted by	Rotherfield Village Pre-School Staff and Directors
Date	November 2021
Review Date	November 2022