



The Butterfly Rooms (Incorporating Woodlands) LTD

Tank Hill Road | Purfleet | Essex | RM19 1TA

Registered Charity Number: 1148068 | Ofsted Number: 453859 | Company Number: 7984150 | *Limited by Guarantee*

Telephone Number: 01708 863 737

Provider Records Policy Statement

Policy Statement

We maintain accurate, up-to-date, and secure records to support the safe, effective, and lawful operation of our setting. Record keeping is essential in demonstrating compliance with the Statutory Framework for the Early Years Foundation Stage (DfE 2025) and ensuring high standards of safeguarding, welfare, and operational accountability.

All records are organised, regularly reviewed, and readily accessible for inspection by Ofsted and relevant authorities where appropriate.

Records Maintained

We maintain the following records in line with EYFS statutory requirements:

Registration and Provider Records

- Ofsted registration certificate and associated documentation
- Details of the registered provider, nominated individual, and governance arrangements

Child Records

- Personal details and emergency contact information
- Attendance records
- Medical needs, dietary requirements, and permissions
- Accident, incident, and medication records
- Safeguarding concerns, referrals, and welfare information

Staff and Suitability Records

- Staff names, addresses, and contact details
- Qualifications, training, and employment history
- Identity verification and references
- Enhanced DBS checks and vetting information
- Records maintained within the Single Central Record (SCR)
- Supervision, appraisals, and disciplinary procedures

Safeguarding and Child Protection Records

- Records of concerns, disclosures, and actions taken
- Contact details for individuals with regular unsupervised access to children
- Chronologies and safeguarding decision-making documentation

Health and Safety Records

- Risk assessments (general, daily, and specific)
- Fire safety records, drills, and equipment checks
- Premises inspections and maintenance logs

Financial and Operational Records

- Income, expenditure, and audit records

- Funding claims and fee records
- Contracts, leases, and service agreements

Confidentiality and Data Protection

All records are treated as strictly confidential, particularly those containing personal and sensitive data.

We comply with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection and Digital Information Act (2023)
- Human Rights Act (1998)

We ensure:

- Data is processed lawfully, fairly, and transparently
- Information is collected only for specified, legitimate purposes
- Records are accurate, relevant, and securely stored
- Confidential information is shared only where necessary and lawful, particularly in relation to safeguarding

Further guidance is outlined in our Privacy Notice and Confidentiality and Information Sharing policies.

Procedures

Leadership and Oversight

Clear responsibilities are in place to ensure effective and accountable record management:

- The Setting Manager, Alanta Lawless, is responsible for:
 - All children's records, including learning, development, and welfare information
 - Safeguarding and child protection records, including concerns, referrals, and actions taken
 - Ensuring all child-related records are accurate, up-to-date, and compliant with EYFS requirements
- Aimee Thompson is responsible for:
 - All staff records, including personal details, qualifications, vetting, and employment history
 - Maintaining and overseeing the Single Central Record (SCR)
 - Ensuring staff files evidence suitability, safer recruitment, and Ofsted compliance
- The Data Protection Officer (DPO), Simone Turner, is responsible for:
 - Overseeing data protection compliance
 - Monitoring GDPR adherence
 - Supporting secure data management and information governance across the setting

Storage and Security

- Paper records are stored securely in locked cabinets
- Digital records are protected through:
 - Password protection and encryption
 - Multi-factor authentication
 - Secure cloud-based systems
 - Regular data backups and access monitoring

Access and Information Sharing

- Access to records is restricted to authorised personnel only
- Parents/carers have the right to access their child's records in accordance with GDPR
- Information is shared with external agencies where required for safeguarding, welfare, or legal purposes

Training

All staff receive regular training to ensure compliance and good practice, including:

- Data protection and GDPR
- Confidentiality and information sharing
- Safeguarding record keeping

Retention and Disposal

Records are retained in line with legal and safeguarding guidance:

- Safeguarding records: retained until the child reaches 25 years of age
- Accident/incident records: retained for a minimum of 3 years after the child leaves
- Staff records: retained for 6 years after employment ends
- Financial records: retained for at least 6 years

All records are securely disposed of using appropriate methods, including shredding or secure digital deletion.

Ofsted Notifications

We notify Ofsted of any significant events that may affect our provision, including:

- Changes to the premises affecting space, safety, or quality
- Changes to the registered provider, nominated individual, or manager
- Serious accidents, injuries, or safeguarding incidents
- Allegations against staff
- Any matter affecting the suitability of the setting

Notifications are made within required statutory timeframes in accordance with EYFS requirements.

Display Requirements

- Ofsted registration certificate is prominently displayed
- Public Liability Insurance certificate is displayed and up to date

Monitoring and Review

- Record keeping systems are regularly monitored and audited by management
- This policy is reviewed:
 - Annually, or
 - In response to changes in legislation, EYFS guidance, or Ofsted requirements

This policy was adopted by

The Butterfly Rooms Ltd

On

10th June 2026

Date to be reviewed

10th June 2027

Signed on behalf of the Management
committee

A.Thompson

Name of signatory

Miss Aimee Thompson