

St Alban's Pre School

8.9 Provider Records

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.

While the COVID-19 outbreak no longer requires isolation and quarantine, there may be future cases that require additional information.

This policy was adopted by	St Albans Pre School	<i>(name of provider)</i>
On	<hr/> 23 January 2024	<i>(date)</i>
Date to be reviewed	<hr/> 23 January 2025	<i>(date)</i>
Signed on behalf of the provider	<hr/> <i>Elaine Mercer</i>	
Name of signatory	<hr/> Elaine Mercer	
Role of signatory (e.g. chair, director or owner)	<hr/> Head of Pre School	