

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.

This policy was adopted by	St Albans Pre School	<i>(name of provider)</i>
On	<u>23 June 2022</u>	<i>(date)</i>
Date to be reviewed	<u>23 June 2023</u>	<i>(date)</i>
Signed on behalf of the provider	<u><i>Elaine Mercer</i></u>	
Name of signatory	<u>Elaine Mercer</u>	
Role of signatory (e.g. chair, director or owner)	<u>Head of Pre School</u>	