

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.

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|---|----------------------------------|---------------------------|
| This policy was adopted by | St Albans Pre School | <i>(name of provider)</i> |
| On | <u>23rd June 2020</u> | <i>(date)</i> |
| Date to be reviewed | <u>23rd June 2021</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> | |