

## **General Welfare Requirement: Documentation**

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

## **Record keeping**

### **Provider Records**

#### **Policy Statement**

We keep records for the purpose of maintaining our business. These include:

- Records pertaining to our registration.
- Landlord/lease documents and other contractual documentation pertaining to amenities, services and goods.
- Financial records pertaining to income and expenditure.
- Risk assessments.
- Employment records of staff including their name, home address and telephone number.
- Names, addresses and telephone numbers of anyone else who is regularly in unsupervised contact with the children.

Our records are regarded as confidential on the basis of sensitivity of information, such as with regard to employment records and these are maintained with regard to the framework of the General Data Protection Regulations (2018), further details are given in our Privacy Notice and the Human Rights Act (1998).

This policy and procedure is taken in conjunction with the Privacy Notice, Confidentiality and Client Access to Records policy and Information Sharing policy.

#### **Procedures**

- All records are the responsibility of the officers of the management committee who ensure they are kept securely.
- 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.
- Health and safety records are maintained; these include risk assessments, details of checks or inspections and guidance etc.
- Our Ofsted registration certificate is displayed.
- Our Public Liability insurance certificate is displayed.

### General Welfare Requirement: Documentation

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

- All our employment and staff records are kept securely and confidentially.

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 manager, or her contact information;
- 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 Regulation (2018)
- Human Rights Act 1998

This policy was adopted at a meeting of Lake Street Nursery and Pre-School CIO

Held on October 2018

Date to be reviewed November 2019

Signed on behalf of the management committee

Name of signatory Dan Selinger

Role of signatory (e.g. chair/owner) Chair

### Other useful Pre-school Learning Alliance publications

- Accident Record (2008) - *held*
- Accounts Record (2005) - *not held (we use SAGE)*
- Child Protection Record (2007) - *held*
- Employment in Early Years Settings (2007) - *held*
- Finance in Early Years Settings (2005) - *purchase at next PLA conference*
- Medication Record (2006) - *held*
- Register and Outings Record (2006) - *not held - we use our own registers*
- Risk Management in Early Years Settings (2007) - *held*
- Summary Complaints Record (2006) - *held*