



## **21. Record Keeping Policy**

### **Provider Records**

#### **Aims of Policy**

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.

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 Regulation (GDPR) (2016), the Data Protection Act (2018), subsequent data protection legislation and updates, and the Human Rights Act.

This policy is taken in conjunction with the 'Safeguarding Children Policy - Confidentiality and Parent Access to Records' policy (Policy 25) and 'Safeguarding Children Policy - Information Sharing' policy (Policy 26).

#### **Procedures**

- All records are the responsibility of the Pre-School Manager and Trustees of the 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.
- All our employment and staff records are kept securely and confidentially.

#### **Legal framework**

- General Data Protection Regulation (GDPR) (2016), the Data Protection Act (2018), plus subsequent updates in data protection legislation
- Human Rights Act 1998

As with all the policies for Seer Green Pre-School, the Operational Plan should be referred to for the specific details of day to day operations of the Pre-School. In addition, any issues which arise in the course of a child's time with the Pre-School and that are related to a child's health and wellbeing, parent's or staff's concern, or the overall care and safety of our children, staff, parents and equipment will be dealt with in a professional and confidential manner in order to arrive at an appropriate outcome.

This policy was adopted on (date) \_\_\_\_\_

Signed on behalf of Seer Green Pre-School (Committee Chairperson) \_\_\_\_\_

This policy was reviewed as indicated below:

*2009 created*

*2010, 2011, 2012, 2013, 2014, 2015, 2016 reviewed and updated as required*

*July-Nov 2017 reviewed and updated*

*June-July 2018 reviewed and updated*

*May 2019 reviewed*

*June 2020 reviewed and updated*

*June 2021 reviewed*