

Provider Records

Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

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 , telephone numbers, email and emergency contacts.
- Contact details for all our committee members.
- Names and 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 employment records. These confidential records are maintained with regard to the framework of the Data Protection Act (1998) and the Human Rights Act (1998).

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

EYFS key themes and commitments

The Themes and Principles describe the features of our practice on which the Early Years Foundation Stage is based. They emphasise that the child is of first importance and that all relationships, experiences and the environment together influence how the child will develop, plan and learn.

http://www.foundationyears.org.uk/files/2011/10/EYFS_Principles1.pdf.

**A Unique Child –1.2 Inclusive practice,
Positive Relationships 2.1 Respecting each other,
Enabling environments –3.3 The learning environment**

Procedures

- All records are the responsibility of the Team Leader and Administration Manager 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.

We notify Ofsted of any changes:

- in the address of the premises
- to the premises which may affect the space available to us or the quality of childcare we provide
- to the name and address of the provider, or providers contact information
- to the person managing the provision
- committee changes - including ofsted representative
- any significant event which is likely to affect our suitability to look after children; or
- any other event as detailed in the *Statutory Framework for the Early Years Foundation Stage*

Legal framework

- Data Protection Act 1998
- Human Rights Act 1998