



HUMPTY DUMPTY PRE-SCHOOL

All Saints Centre, New Road, Hackbridge, Surrey CR4 4JN

PROVIDER RECORDS POLICY

Staff/Parents Pack

Policy Statement

I keep records and documentation for the purpose of maintaining my business. These include:

- Records pertaining to my registration
- Lease documents and other contractual documentation pertaining to amenities, services and good.
- Financial records pertaining to income and expenditure
- Rise assessments
- Employment records of my staff including their name, home address and telephone numbers
- Names, addresses and telephone numbers of anyone else who is regularly in unsupervised contact with children.

I consider my records as confidential based on the sensitivity of information, such as with employment records. These confidential records 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 should be read alongside my Privacy Notice, Confidentiality and Client Access to Records Policy and Information Sharing Policy.

Provider Records Policy cont.....

Procedures

- All records are my responsibility and I ensure they are kept securely
- All my records are kept in an orderly way in files and filing is kept up to date
- My financial records kept up to date for audit purposes
- I maintain health and safety records; these include risk assessments, details of checks or inspections and guidance etc.
- My Ofsted registration certificate is displayed.
- My Public Liability insurance certificate is displayed
- All my employment and staff records are kept securely and confidentially.

I notify Ofsted of any:

- Change in address of my premises
- Change to my premises which may affect the space available to me, or the quality of childcare I provide.
- Change to my name, address or contact information
- Significant event which is likely to affect my suitability to look after children or
- Other event as detailed in the statutory framework for the early years foundation stage.

This policy was renewed and updated in September 2023
It will be reviewed annually