



Earith Pre-School 7
School Road
Earith, Cambs PE28 3QB
01487 841478
earithpreschool7@aol.co.uk

Provider records

Policy statement

We keep records and documentation for the purpose of maintaining our charity. 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 our 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.

We consider our 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 our Privacy Notice, Confidentiality and Client Access to Records Policy and Information Sharing Policy.

Procedures

- All records are the responsibility of our management team who ensure they are kept securely.
- All our records are kept in an orderly way in files and filing is kept up-to-date.
- Our financial records are kept up-to-date for audit purposes.
- We maintain health and safety records; 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:

- 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;

Registered Charity Number: 297688



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- change to the name and address of our registered provider, or the provider's contact information/ name, address or contact information;
- change to the person managing our provision;
- 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*

Legal framework

- General Data Protection Regulations (GDPR) (2018)
- Human Rights Act 1998

Policy/procedure Review date	September 2024
Next review due on	September 2025
Signature on behalf of provider	
Name of signatory	Deborah Young
Role of signatory	Chair person of committee

Further information

- Accident Record (Early Years Alliance 2019)
- Accounts Record (Early Years Alliance 2015)
- Safeguarding Children (Early Years Alliance 2013)
- Recruiting Early Years Staff (Early Years Alliance 2016)
- People Management in the Early Years (Early Years Alliance 2016)
- Financial Management (Early Years Alliance 2010)
- Medication Administration Record (Early Years Alliance 2019)
- Daily Register and Outings Record (Early Years Alliance 2021)
- Dynamic Risk Management (Early Years Alliance 2017)

Complaint Investigation Record (Early Years alliance 2)