

## 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.

### Provider records

### Legal framework

General Data Protection Regulations (2018) (GDPR)

### Policy statement

Human Rights Act 1998

We keep records and documentation for the purpose of maintaining our pre-school. These include:

- Records pertaining to our registration.
- Lease documents and other contractual documentation pertaining to amenities and services.
- 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 Confidentiality and Client Access to Records Policy and Information Sharing Policy.

This policy and procedure should be read alongside our Privacy Notice.

### Procedures

- All records are my responsibility and 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;
- change to the name and address of our registered provider; managing our pre-school;
- 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 2019), updated 2021.

Policy adopted on 9/1/23

Signed on behalf of Bagshot Pre-school  
Role within the Pre-school

*Susan Michel*  
Manager