



### 10.4 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.

We consider our records as confidential based on the sensitivity of information, such as with employment records. These confidential records are maintained regarding 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 and Confidentiality Policy.

#### Procedures

- All records are the responsibility of our management team whose responsibility it is to 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.



# Ladybird Forest Pre-School

- 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, or the provider's 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 (DfE 2021).

## **Legal framework**

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

## **Relevant Ladybird policies:**

- 1.2 Safeguarding Children and Child Protection
- 1.8 Online Safety (incl. CCTV, Cameras, Mobile Phones and Smart Devices)
- 2.1 Employment
- 3.2 Accident and First Aid
- 8.1 Health and Safety
- 10.6 Data Protection and Confidentiality



# Ladybird Forest Pre-School

<b>This policy was reviewed by</b>	Amanda Sanders - Pre-School Manager Victoria Grimes - Admin Manager Rebecca McGough - Chair
<b>Date of review</b>	13 <sup>th</sup> January 2024
<b>Date for next review</b>	13 <sup>th</sup> January 2025
<b>Chair's signature</b>	