



Hail Weston Pre-School, The Village Hall, High Street, Hail Weston, Cambs. PE19 5JS, Tel: 01480 214574

Record Keeping Policy Provider Records

Policy Statement

At Hail Weston Pre-School Activity Group (HWPAG) 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.
- Child documents in line with recommendations by the Pre-school Learning alliance (PLA).

HWPAG records are regarded as confidential on the basis of the sensitive information contained therein, such as employment records, and these are maintained with regard to the framework of the General Data Protection Regulation 2018 (GDPR) 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.

Procedures

- All records are the responsibility of the officers of the HWPAG management committee who ensure they are kept securely in a locked cupboard or are password protected.
- All records are kept in an orderly way and up-to-date in files.
- 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.
- HWPAG's Ofsted registration certificate is displayed in the Village Hall.
- HWPAG Public Liability Insurance Certificate is displayed.
- All HWPAG employment and staff records are kept securely and confidentially.
- All records are stored securely and for a period as required by law of for insurance purposes, see Pre-school learning alliance retention periods, below

HWPAG pre-school's basic principle for good record keeping is to ensure that any records kept, either on paper or held on a computer have been:

- Fairly and lawfully processed,
- Processed for a limited purpose and not in any manner incompatible with that purpose,

- Are adequate, relevant and not excessive
- Are accurate and, where necessary, kept up to date,
- Are not kept for longer than necessary and are always deleted from computer disks and external hard drives. Paper copies are shredded,
- Processed in line with the rights of the individuals concerned (children, parents, staff, volunteers and committee),

Legal framework

- General Data Protection Regulation 2017
- Data Protection Act 2018
- Human Rights Act 1998

This policy was adopted at a committee meeting of HAIL WESTON PRE-SCHOOL ACTIVITY GROUP held on January 2020

Date to be reviewed: January 2021

Signed on behalf of the Management Committee:.

Lizzie Spear

Signatory:.....

Role of signatory: Chairperson