



PUDDLEDUCKS Nursery and Pre-School

RECORD KEEPING PROVIDER RECORDS

POLICY

Policy Statement

We keep records & documentation 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 our staff including their name, home address and telephone number.
- Name, address and telephone number 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 employment records. These confidential records are maintained with regard to the framework of the General Data Protection Act (GDPR) 2018 and the Human Rights Act (1998)

During the COVID-19 outbreak there may be the need to keep additional records as part of outbreak management. This record will contain:

- A central record of all confirmed cases of COVID-19 that affect any member of staff or service user. This record does not contain personal details about individuals (unless for a member of staff). Records are kept of individual cases of children/families who are self-isolating due to symptoms.

In all cases the principles of data protection are maintained.

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 records are kept in an orderly way in files and filing is kept up-to-date.
- 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.
- Our Ofsted registration certificate is displayed.

- Our Public Liability insurance certificate is displayed.
- All our employment and staff records are kept securely and confidentiality.

We notify Ofsted of any change:

- in the address of the premises;
- to the premises which may affect the space available to us and the quality of childcare we provide.
- to the name and address of the provider, or, the provider's contact information;
- to the person managing the provision;
- any significant event which is likely to affect our suitability to look after children; or
- any other event as detailed in the Statutory Framework for the Early Years Foundation Stage (DfE 2017)

Legal framework

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