

**General Welfare Requirement: Organisation**

Providers must maintain records, policies and procedures required for the safe and efficient management of the setting and to meet the needs of the children.



**Record keeping**

**Provider Records**

**Policy statement**

We aim to be transparent in how we run our business. We keep the following documents to meet the legal requirements of the EYFS and to run our business:

- Records of our registration
- Landlord/lease contracts and other contractual documentation pertaining to amenities, services and goods
- Financial records
- Risk assessments
- Employment records of staff
- Accident and medicine records of staff and children
- Paperwork relating to Child Protection
- Record of complaints
- Children’s records, observations and assessments

Our records are regarded as confidential on the basis of sensitivity of information, such as with regard to employment records and these are maintained with regard to the framework of the Data Protection Act 1998 and Freedom of Information Act 2000.

**EYFS key themes and commitments**

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.3 The learning environment	

**Procedures**

- All records are the responsibility of the manager and directors who ensure they are kept securely.
- Confidential information and records about staff and children are kept securely and are only accessible to those that have the right or professional need to see them.
- 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, by the Bursar.

- Health and safety records are maintained; these include risk assessments and accident and medication records.
- Our Ofsted registration certificate is displayed.
- Our Public Liability insurance certificate is displayed.
- All our employment and staff records are kept securely and confidentially in a locked filing cabinet.

This Policy was reviewed by	Manager - Vicky Cheeseman
Adopted by	Rotherfield Village Pre-School Staff and Directors
Date	February 2016
Review Date	February 2018