

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. All records are maintained with regard to the framework of the Data Protection Regulations (2018), further details of which are given in our Privacy Notice, and Human Rights Act 1998.

This policy should be read alongside our Privacy Notice, Confidentiality and Client Access to Records and Information Sharing Policy.

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, details of checks and inspections and guidance, as well as 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.

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;
- changes 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 2017).

Legal framework

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

This Policy was reviewed by	Liz Burnett – Office Manager
Adopted by	Rotherfield Village Pre-School Staff and Directors
Read and agreed by	
Date	May 2018
Review Date	May 2019