

## General Welfare Requirement: Documentation

Glebe House School Early Years Staff must maintain records, policies and procedures required for the safe and efficient management of the settings and to meet the needs of the children.

## Record keeping

### 5.2 Provider records

#### Policy Statement

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 including their name, home address and telephone number
- Names, addresses and telephone numbers of anyone else who is regularly with unsupervised contact with the children.

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 General Data Protection Regulations (May 2018) 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.

#### EYFS key themes and commitments

<b>A Unique Child</b>	<b>Positive Relationships</b>	<b>Enabling Environments</b>	<b>Learning and Development</b>
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## Procedures

- All records are the responsibility of the Senior 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 confidentially.

We notify Ofsted of any changes:

- In the address of the premises;
- To the premises which may affect the space available to us or the quality of childcare we provide.
- To the name and address of the provider, or the providers 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 updated April 2017.

## Legal framework

- General Data Protection Regulations 2018
- Human Rights Act 1998

This policy was adopted at a meeting of	<u>Glebe House School Nursery</u>	name of setting
Held on	<u>October 2019</u>	(date)
Date to be reviewed	<u>October 2020</u>	(date)
Signed on behalf of the management committee		
Name of signatory	<u>Susie Pull</u>	
Role of signatory (e.g. chair/owner)	<u>Setting Manager</u>	