

## **General Welfare Requirement: Documentation**

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

## **Record keeping – 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.

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 and the Human Rights Act.

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 Board of Directors. All records 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.

### **Legal framework**

- Data Protection Act 1998
- Human Rights Act 1998

This policy was adopted by

Blackberry Lane Pre-School

*(name of provider)*

On

21 July 2017

*(date)*

Date to be reviewed

July 2018

*(date)*

Signed on behalf of the provider

Name of signatory

Mrs Kirsty Clements

Mrs Debbie Gibson

Role of signatory (e.g. chair, director or owner)

Company Secretary

Manager

On

*(date)*