

KLOISTERS KINDERGARTEN

Safeguarding and Welfare Requirement: Information and Records

PROVIDER RECORDS

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 in unsupervised contact with the children.

We consider our records as confidential on the basis of sensitivity of information, such as with employment records and these are maintained with regard to the framework of the General Data Protection Regulations (2018), further details are given in our Privacy Notice and the Human Rights Act (1998).

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 the management who ensure they are kept securely.
- . All records are kept in an orderly way 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 change:

- . 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 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)

Policy Links - Confidentiality Policy, General Data Protection Regulations 2018, Secure Storage and Retention, Children's records policy, Staff Handbook/staffing and induction policies, Safeguarding Policies

This policy was amended by	Kloisters Kindergarten	<i>(name of provider)</i>
Reviewed on	7/10/19	<i>(date)</i>
Date to be reviewed	10/2022	<i>(date)</i>
Signed on behalf of the provider		

Name of signatory

Mrs N Bromley

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

Bursar