



Starlings Preschool Provider Records

Policy Statement

Starlings Pre-school 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 my 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 based on the sensitivity of the information, such as with employment records. These confidential records are maintained with regard to the framework of the General Data Protection regulations (2018) Act 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 Manager and committee 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

- change in the address of the premises;
- change to the 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 providers contact information/my name, address or contact information

- change to the person managing the provision;
- 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)*

Legal framework

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

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| This policy was adopted at a meeting of Starlings Pre-school (name of provider) |
| Held on _____ (date) |
| Date to be reviewed _____ (date) |
| Signed on behalf of the provider _____ |
| Name of signatory _____ |
| Role of signatory (e.g. chair, director or owner) _____ |

Other useful preschool learning alliance publications

- Accident record (2013)
- Accounts record (2015)
- Safeguarding children (2013)
- Recruiting early years staff (2016)
- People management in the early years (2016)
- Financial management (2010)
- Medication administration record (2015)
- Daily register and outgoings record (2015)
- Managing risk (2009)
- Complaint investigation record (2015)