

## **Provider records**

### **Safeguarding and Welfare Requirement: Information and Records**

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

## 10.7 Provider Records

### Policy statement

GSC keep records and documentation 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.

GSC consider our records as confidential based on the sensitivity of information, such as with employment records. These confidential records 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 our management team who/my responsibility and I] ensure they are kept securely.
- All GSC records are kept in an orderly way in files and filing is kept up to date.
- GSC financial records are kept up to date for audit purposes.
- GSC maintain health and safety records; these include risk assessments, details of checks or inspections and guidance etc.
- GSC Ofsted registration certificate is displayed.
- GSC Public Liability insurance certificate is displayed.
- All our employment and staff records are kept securely and confidentially.

GSC notify Ofsted of any:

- change in the address of our premises;
- change to our premises which may affect the space available to our or the quality of childcare we provide;
- change to our name and or address as a registered provider.
- Change 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 2021).

## Legal framework

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

This policy was adopted by

GSC Ltd

On

May 2021

Date to be reviewed

May 2022

Signed on behalf of the provider

Gaddesby School Community

Name of signatory

Linda Dunmore

Role of signatory

Manager