

HAPPY HEDGEHOGS LTD

Information and Records

8.3 Providers 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 based on sensitivity of information, such as regarding employment records and these are maintained regarding the framework of the Data Protection Act and the Human Rights Act.

This policy and procedure are taken in conjunction with the Confidentiality and Client Access to Records policy and Information Sharing policy.

Procedures

- All records are the responsibility of the officers of the management 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
- To the premises that 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 may affect the suitability to look after children
- Any other event detailed in the Statutory Framework for the EYFS (DfE 2012).

Legal framework

- Data Protection Act 2018
- Human Rights Act 1998

Other useful Pre-school Learning Alliance publications

- Accident Record (2010)
- Accounts Record (2005)
- Safeguarding children (2010)
- Recruiting and managing employees (2010)
- Finance management (2010)
- Medication Record (2010)
- Register and Outings Record (2012)
- Managing risk (2009)
- Complaints investigation record (2012)

This policy was adopted at a meeting of

Happy Hedgehogs LTD

Held on

July 2020

Date to be reviewed

July 2021

Name of signatory

Carly Turner

Role of signatory

Director