

5.2 Provider records

Policy Statement

We keep records in accordance with guidance from Ofsted, Local Authorities and Surrey Early Years and Childcare Service. These include:

- Records pertaining to our registration.
- 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.

Procedures

- All records are the responsibility of the Manager and 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 by the management committee for audit purposes.
- Health and safety records are maintained; these include risk assessments, details of checks or inspections and guidance etc.

- Our Public Liability insurance and Ofsted registration certificates are displayed on the parent/carer notice board.
- All our employment and staff records are kept securely and confidentially.

Legal framework

- Data Protection Act 2018
- Human Rights Act 1998

<u>Adopted by:</u>	<u>Signature:</u>	<u>Date:</u>	<u>Position:</u>
<u>H Budd</u>		05/04/18	manager
Policy Review Date: August 2019			