



## SECTION 5

### General Welfare Requirement: Documentation

Providers must maintain records, policies and procedures required for the safe and efficient management of the settings and to meet the needs of the children.

## Record Keeping

### Provider records

#### Policy Statement

We keep records for the purpose of maintaining Padbury Pre-school. These include:

- Records pertaining to our registration.
- Financial records pertaining to income and expenditure.
- 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 and Information Sharing policy.

## Procedures

- All records are the responsibility of the management committee and the pre-school staff 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 and inspections.
- Our Ofsted registration certificate is displayed.
- Our Public Liability insurance certificate is displayed.
- All our employment and staff records are kept securely and confidentially.

## Legal framework

- Data Protection Act 2018
- Human Rights Act 1998

This policy was adopted at a meeting of  
name of setting Padbury Pre-school

Held on 18<sup>th</sup> September 2023

Date to be reviewed 18<sup>th</sup> September 2025

Signed on behalf of the committee *C A McHenry*

Name of signatory

*Claire McHenry*

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Role of signatory

Registration Secretary

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