



Hambledon Youth Hut
West Street
Hambledon
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www.hambledonpreschool.co.uk

10.4 Provider records

Policy statement

We keep records and documentation for the purpose of maintaining our business. These include:

- Records pertaining to our registration.
- 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 supervised contact with the children.

We 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), and the Human Rights Act (1998).

This policy and procedure should be read alongside our Confidentiality and Client Access to Records Policy and Information Sharing Policy.

Procedures

- All records are kept securely in a locked cabinet, password protected laptop, password protected on line Blossom system and in a locked office.
- 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.
- We maintain health and safety records; these include risk assessments, details of checks or inspections and guidance.
- 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 dispose of data in a secure manner, by shredding or incinerating.

We notify Ofsted of any change:

- in the address of premises;
- to the premises which may affect the space available to us or the quality of childcare we provide;
- to the name and address of our registered provider, or the provider's contact information;
- 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 2022).

Legal framework

- General Data Protection Regulations (GDPR) (2018)
- Human Rights Act 1998
- EYFS Statutory Guidance 2022

Legal framework

- Data Protection Act 1998
- Human Rights Act 1998