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Provider Records Policy

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

- Records pertaining to our Preschool registration
- 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
- Name address and telephone number of anyone having regular contact with children

We consider our records as confidential based on the sensitivity of the information, such as with employment records. These confidential records are maintained with regard to the framework of the General Data Protection Regulations Act 2018 and the Human Rights Act 1998.

Procedures

- All records are the responsibility of the management team who ensure they are kept securely
- All records are kept up to date in an orderly way in files, and filing is kept up to date
- Financial records are kept up-to-date for audit purposes
- Health & 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 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 which may affect the space available to us or the quality of childcare we provide.
- To the name and address of the provider or the provider's contact information.
- To the person managing the provision.
- Any significant event that is likely to affect our suitability to look after children, or



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- Any other event as detailed in the Statutory Framework for the Early Years Foundation Stage **(DFE 2021)**

This policy was updated at a meeting of: The Committee of Bradpole Preschool

Held during the Autumn Term 2023

Date to be reviewed: Autumn Term 2024