

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

5.2 Provider 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.
- Personnel records of staff.

Our records are regarded as confidential on the basis of sensitivity of information, such as with regard to personnel 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.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.3 The learning environment	

Procedures

- All records are the responsibility of the Manager
- 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 of the funding and EYPP funding are held securely by the Manager, offsite.
- 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 accessible.
- All our employment and staff records are kept securely and confidentially in a locked filing cabinet on site

Legal framework

- Data Protection Act 1998
- Human Rights Act 1998

This policy was adopted at a meeting of _____ name of setting
 Held on _____ (date)
 Date to be reviewed _____ (date)
 Signed on behalf of the management _____
 Name of signatory _____
 Role of signatory (e.g. chair/owner) _____

Other useful Pre-school Learning Alliance publications

- Accident Record (2010)
- Accounts Record (2005)
- Safeguarding Children (2010)
- Recruiting and Managing Employees (2010)
- Financial Management (2010)
- Medication Record (2006)
- Register and Outings Record (2010)
- Managing Risk (2009)
- Summary Complaints Record (2006)