

**Tarporley Pre-School**

Rear of St. Helens Church, High Street, Tarporley, Cheshire CW6 0AG

Telephone: 01829 730233

 **PROVIDER RECORDS POLICY**

**Policy Statement**

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

* Records pertaining to our registration.
* Landlord documents and other contractual documentation pertaining to amenities, services and goods.
* 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 regards to employment records. They are maintained with regard to the framework of the General *Data Protection Regulations (2018), further details are given in our Privacy Notice.*

*Human Rights Act (1998)*This policy and procedure should be read alongside our Privacy Notice, Confidentiality and Client Access to Records Policy and Information Sharing Policy as well as our Privacy Notice.

**Procedures**

* All records are the responsibility of the officers of the management committee who ensure they are kept securely.
* All records are kept in an orderly way in files and filing kept up-to-date.
* Financial records are kept up-to-date for audit purposes.
* Health and Safety records are maintained; these include risk assessments, detailed checks or inspections and guidance etc.
* 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 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 which is likely to affect our suitability to look after children; or
* any other event as detailed in the Statutory Framework for the Early Years Foundation Stage (DfE 2021).

**Legal Framework**

* General Data Protection Regulations (GDPR 2018)
* Human Rights Act 1998

**This Policy was adopted at the meeting of Tarporley Pre-School**

Held on the: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed on behalf of the Management Committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of signatory: Vickie Riekert

Role of signatory: Chairperson

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| REVIEW DATE | SIGNED BY MANAGEMENT COMMITTEE | NAME OF SIGNATORY | ROLE OF SIGNATORY |
| MARCH 2023 |  |  |  |
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