

## **Safeguarding and Welfare Requirement: Information and Records**

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

### **10.7 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.
- 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 officers of the management committee 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 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, these will be destroyed six years after a staff member leaves employment with us.

#### **Other records kept are:**

- Registration forms with child's; name, date of birth , address and other personal and sensitive data. Parents names, contact numbers and email addresses are also mentioned.
- Funding forms which have parents national insurance number on them
- Images of children
- Learning and development records: tracker, all about me and learning journal in a key persons file, along with consent from parents to share information on their child with their new school or setting.
- SEND records.
- Child welfare files

All these records are regarded as confidential on the basis of the sensitivity of information due to personal data held within.

With the introduction of GDPR we have compiled Privacy notices for children and parents, staff , students as well as the committee. These outline how we use the personal data outlined above by stating; who has access to it, how it is stored, what the data is used for, length of time it is retained in the setting as well as how it will be destroyed. These notices can be found in the **Appendix section** along with Cambridgeshire county councils retention record periods for Early Years settings which supports how long we will keep data for within Witchford Rackham Pre-School.

This policy and procedure is taken in conjunction with the **Confidentiality and Client Access to Records (policy 1.4), Information sharing (policy 10.3) Transfer of Records to school (policy 10.8) Tapestry Policy (10.10) and Data Transporting Policy (10.11).**

This policy was adopted at a meeting of Witchford Rackham Pre-school

Held on \_\_\_\_\_

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

Name of signatory \_\_\_\_\_

Role of signatory \_\_\_\_\_

Date to be reviewed \_\_\_\_\_