 **Orleton Pre-school Group**

 **Records Policy**

**Policy Statement**

At Orleton Pre-school, we keep records and documentation 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 including their name, home address and telephone number.
* Names, address and telephone numbers of anyone else who is regularly in contact with children, such as volunteers.

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

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 management team who ensure that they are kept securely, in a locked office within a locked filling cabinet.
* All records are kept in an orderly way in files and filing is 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 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 out suitability to look after children, or
* Any other event as detailed in the Statutory Framework for the Early Years Foundation Stage (DfE, 2014).

**Legal Framework**

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

This policy was adopted at a meeting of Orleton Pre-school dated ……………………………………….

Date to be reviewed ……………………………………….

Signed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Role of Signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Role of Signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Staff-member please sign below to confirm that you have read and understood the policy, and are up-to-date with any changes.**

|  |  |  |
| --- | --- | --- |
| **Staff/Committee Name** | **Job Title** | **Signature & Date** |
| **Tara Morris** | **Manager** |  |
| **Polly Smith** | **Trainee Deputy**  |  |
| **Vicky Thomas** | **Assistant** |  |
| **Sandra Thomas**  | **Assistant** |  |
| **Maddie Gray** | **Assistant** |  |
| **Debbie Moran** | **Trainee Assistant** |  |
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