



Triangle Pre-School

Wesley Methodist Church Hall, Fromond Road, Winchester, Hampshire, SO22 6EG

Telephone 01962 880988

Registered Charity Number: 1033953

Record Keeping Provider Records

Policy Statement

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

- 1/ Records retaining to our registration
- 2/ Landlord/ Lease documents and other contractual documentation
- 3/ Financial records retaining to income and expenditure.
- 4/ Risk Assessments
- 5/ Employment records of staff including their name, home address and telephone number.

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

Procedures

- All records are the responsibility of the manager and Chair 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 and inspections
- Our Ofsted Registration is displayed..
- Our Public Liability Insurance Certificate is displayed
- All our staff and employment records are kept securely

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 providers 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 2012)

This policy was adopted at a meeting of Triangle Pre-School

Held on

Date to be reviewed: January 2017

Signed on behalf of the Management Committee

Name of Signatory

Role of Signatory



Triangle Pre-School

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Record Keeping Childrens Records

We have record keeping systems in place that meet legal requirements; the means we use to store and share that information takes place within the frame work of the Data Protection Act (1998) and the Human Rights Act (1998).

Procedures

We keep two kinds of records on children attending our setting:

1/ Developmental Records

- These include observations of children in the setting; photographs, samples of their work and summary developmental records.
- These are kept in locked cupboards on the stage and can be accessed and contributed to by staff, the child and the child's parents.

2/ Personal Records

- These include registration and admission forms, signed consent forms, correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, an ongoing record of relevant contact with parents and observations by staff on any confidential matter involving the child such as developmental concerns or child protection matters.
- These confidential records are stored in a lockable cupboard and the key is held by the Manager.
- Parents have access to the files and records of their own children but do not have access to information about any other child.
- Staff will not discuss personal information given by parents with other members of staff except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.
- We retain childrens records for three years after they have left the setting except records that relate to an accident or Child Protection Issue which are kept until a child reaches the age of 21.. These are kept in a secure place.



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Other records

- We keep a daily record of the names of the children we are caring for, their hours of attendance and the names of their key person.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students or volunteers are advised of our Confidentiality Policy and are required to respect it.

This policy was adopted at a meeting at Triangle Pre-School held on

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Date to be reviewed: JAN 2017

Signed on behalf of the Management Committee

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