



## **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:

- 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.

We consider our records as confidential based on the sensitivity of information such as with employment records. These confidential records are maintained with regard to the framework of the General Data Protection Regulations (2018), further details are given in our Privacy Notice and the Human Rights Act (1998).

#### **Procedures**

- All records are the responsibility of management team 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 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.
- Some records are kept in both paper and in electronic form.

We notify Ofsted of any:

- Change in the address of the premises;
- Change to the premises which may affect the space available to us or the quality of childcare we provide;
- Change to the name and address of our registered provider, or the providers contact information;
- Change to the person managing the provision;
- 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 2017)

**Record Keeping  
Provider Records cont.**

**This policy was adopted at a meeting of Triangle Pre-School Held on 17<sup>th</sup> January 2023**

**Date to be reviewed: January 2024**

**Signed on behalf of the Management Committee .....**

**Name of Signatory .....**

**Role of Signatory .....CHAIRPERSON.....**