

# Coniston Early Years Centre Policy Document

**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.



High Quality Care for All Children  
A Firm Foundation for Education

## 10.5 Provider records

### Policy Statement.

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

- Records pertaining to our registration.
- 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, addresses and telephone numbers of anyone else who is regularly in contact with the children in the setting.

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 Data Protection Act (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 they are kept securely.
- All records are kept in an orderly way in files and filing is kept up to date. This relates to manual filing and electronic records.
- Financial records are kept up to date for audit purposes.
- Health and safety records are maintained; these include risk assessments, details of checks, accident records 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 2014)

**Legal Framework**

- Data Protection Act (2018)
- Human Rights Act (1998)

Reviewed by

Manager .....Sarah Trussell..... Date .....19.2.26.....

Staff .....Staff Meeting..... Date .....24.9.25.....

Trustees .....Trustee Meeting..... Date .....25.9.25.....