









LADYBIRDS
NURSERY

Provider Records

Record Keeping




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.
-  Financial records pertaining to income and expenditure
-  Risk assessments
-  Employment records of staff
-  Children's personal records.

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 for action, the Data Protection and the Human Rights Act.

Procedures

-  All records are the responsibility of the management who ensure they are kept securely
-  All records are kept in an orderly way in files and filing is up to date.
-  Health and safety records are maintained; these include risk assessments, details and checks or inspection 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.
-  Medication records are stored in the office
-  Accident and incident forms are stored in the office
-  Appraisal records
-  Supervision Records
-  Early Years Pupil Premium
-  Disability Access Fund
-  15 Hours Entitlement
-  30 Hours Entitlement
-  Data Privacy
-  Setting and Attendance Details
-  Risk assessments
-  Criminal records
-  Records from outside agencies
-  Policies and Procedures

We understand that we must take into account GDPR when maintaining, storing and using these records

Policy Issued January 2016
 Date to be Reviewed January 2017
 Date Reviewed May 2017
 Date to be Reviewed May 2018
 Date Reviewed May 2018
 Date to be Reviewed May 2019
 Date Reviewed April 2019
 Date to be Reviewed April 2020
 Date Reviewed

The policy will be reviewed sooner than the review date should any new information be obtained.