

Record Keeping Provider Records

**Unique
Child**

**1.2 Inclusive
Practice**

**Positive
Relationships**

**2.1 Respecting
Each other**

**Enabling
Environment**

**3.3 The Learning
Environment**

**Learning
Development**

We keep records 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.
- Employment records of staff.

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 of the Data Protection Act and the Human Rights Act.

- All records are the responsibility of the administrations manager responsible directly to the management committee. The administrations manager ensures these records 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 details of checks or inspections and guidance etc.
- Ofsted registration certificate is displayed.
- Public Liability insurance certificate is displayed.
- All our employment and staff records are kept securely and confidentially.

Legal framework

Data Protection Act 1998

Human Rights Act 1998

This policy was adopted at a meeting after the AGM of Haddenham Puddleducks Pre-school held in February 2020

Signed on behalf of Haddenham Puddleducks Pre-school by