



# Record Keeping (Pre-School Records) Policy

## 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, services and goods.
- Financial records pertaining to income and expenditure.
- Risk assessments.
- 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.

This policy and procedure is taken in conjunction with the Confidentiality Policy and Information Sharing Policy.

## EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.3 The learning environment	

## Procedures

- All records are the responsibility of the officers of the 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 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.

*Staff records*

- All issues and documentation concerning the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students undertaking work experience at Pre-School are advised of our Confidentiality Policy and are required to respect it.

**Legal framework**

- Data Protection Act 1998
- Human Rights Act 1998

**Adoption of policy**

This policy was adopted at a meeting of	_____	name of setting
Held on	_____	(date)
Date to be reviewed	_____	(date)
Signed on behalf of the Committee	_____	
Name of signatory	_____	
Role of signatory (e.g. Chair)	_____	

*[Policy 5.2]*