



10.4 Provider records

Policy statement

We keep records and documentation for the purpose of maintaining our charity and to comply with the statutory requirements of the EYFS 2024. These include:

- Records pertaining to our registration.
- Financial records pertaining to income and expenditure.
- Risk assessments.
- Employment records of our staff including their name, home address, telephone number, emergency contact DBS details and health declarations.
- Names, addresses and telephone numbers of anyone else who is regularly in contact with the children.

These confidential records are maintained with regard to the framework of the [UK General Data Protection Regulation \(UK GDPR\)](#) , [Data Protection Act 2018](#) and the Human Rights Act (1998).

This policy and procedure should be read alongside our Confidentiality and Client Access to Records Policy and Information Sharing Policy.

Procedures

- All records are the responsibility of our management team, who ensure they are kept securely.
- All our records are kept in an orderly way in files and filing is kept up-to-date. Files are kept in a locked filing cabinet.
- Our financial records are kept up-to-date for audit purposes.
- We maintain health and safety records; 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.

We notify Ofsted of any:

- change in the address of our premises.
- change to our 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 provider's contact information, address or contact information;
- change to the person managing our provision;
- other event as detailed in the *Statutory Framework for the Early Years Foundation Stage* (DfE 2024).

Legal framework

- [UK General Data Protection Regulation \(UK GDPR\)](#) and the [Data Protection Act 2018](#).
- Human Rights Act 1989

This policy
was adopted
by:

On:

Date to be reviewed:

Signed on behalf of
the provider:

Name of signatory:

Role of signatory (chair or secretary of the committee):