

Provider 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 General Data Protection Regulations (2018), further details are given in our Privacy Notice and the Human Rights Act.

This policy and procedures are taken in conjunction with the Privacy Notice, Confidentiality and Client Access to Records policy and Information Sharing policy.

Procedures

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

We notify Ofsted of any:

- Change in 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 providers contact information.
- Change to the person managing our provision.
- Significant event which is likely to affect our suitability to look after children; or
- Other event as detailed in the *Statutory Framework for the Early Years Foundation Stage* (DfE 2017).

Legal framework

- General Data Protection Regulations (GDPR) (2018)
- Human Rights Act 1998

This policy was adopted at a meeting of: Thorney Island Nursery

Held on: 10th May 2026

Date to be reviewed: May 2026

Signed on behalf of the committee: _____

Name of signatory: _____

Role of signatory: _____

Manager's signature: _____

Manager's name: Karen Theobald