



10.4 PROVIDER RECORDS

POLICY STATEMENT

The nursery school considers provider records as confidential based on the sensitivity of information contained within each document. The nursery school have record keeping systems in place that meet legal requirements to maintain confidential records. This means the nursery school use to store and share information takes place within the framework of the Data Protection Act 2018, the United Kingdom General Data Protection Regulation (UK-GDPR) and the Human Rights Act (1998).

This policy and procedure is taken in conjunction with the Confidentiality and Client Access to Records Policy (10.6) and Information Sharing Policy (10.7).

PROCEDURES

The nursery school keeps records and documentation for the purpose of maintaining its 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 including their name, home address, telephone number and qualifications
- Names, addresses and telephone numbers of anyone else who is regularly in unsupervised contact with the children, for example students on recognised training
- DBS and Ofsted registration details for staff and committee members
- All records are the responsibility of the management team who ensure they are kept securely
- Financial records are kept up-to-date for audit purpose
- Health and safety records are maintained; these include risk assessments, details of checks or inspections and guidance etc
- All our employment and staff records are kept securely and confidentially
- All records are kept in an orderly way in files and filing is kept up-to-date.

Staff and students know what information the provider has on record, what it is used for and for how long it will be kept.

Registered Charity 275966
OFSTED Registered

Chairperson: Samantha Foster-Kennedy
Secretary: Suzi King



The nursery school's Ofsted registration certificate is displayed.

The nursery school's Public Liability insurance certificate is displayed.

The manager of the nursery school or the management committee notify Ofsted of any change:

- in the address of the premises;
- to the premises, which may affect the space available to us or the quality of childcare we provide;
- to the name and address of the provider, or the provider's contact information;
- to the person managing the provision;
- any significant event which is likely to affect our suitability to look after children; or
- any other event as detailed in the Statutory Framework for the Early Years Foundation Stage

LEGAL FRAMEWORK

Data Protection Act (2018)

Data Protection, Privacy and Electronic Communication (2020)

United Kingdom General Data Protection Regulation (2020)

Human Rights Act (1998)

This policy was adopted at a meeting of the Meadow Nursery School Parents' Association Committee	
Held on	31 st March 2014
Policy reviewed	September 2025
Date to be reviewed	September 2027
Signed by Chair	
Name	Samantha Foster-Kennedy
Signed by Nursery Manager	
Name	Debbie Hill

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