



Provider Records Policy

Policy statement

At Whitsers we keep records and documentation for the purpose of maintaining our charity. These records include:

- Records pertaining to our Ofsted and Charity 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 and telephone number.
- Names, addresses and telephone numbers of anyone else who is regularly in unsupervised contact with the children.

We consider our records to be confidential and we place particular emphasis on any records which may contain personal information, such as with employment records. These confidential records 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 (1998).

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

Procedures

- The Whitsers Committee take responsibility for our records and we ensure that 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.
- All health and safety records are correctly 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 of our employment and staff records are kept securely and confidentially.

Document Name	Revision Number	Revision Date
Provider Records Policy	1	15/05/2018



We will notify Ofsted of any:

- change in the address of our premises;
- change to our premises which may affect the space available or the quality of childcare that we provide;
- change to [the name and address of our registered provider, or the provider's contact information/my name, address or contact information];

Legal framework

- General Data Protection Regulations 2018
- Human Rights Act 1998

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