

Provider records Policy:

**Our aim:**

To ensure that Fowlmere Playgroup only keeps records and documentation for the purpose of maintaining our charity.

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 our staff/bank staff including their name, home address and telephone number.
* Visitor records

We consider our records as confidential based on the sensitivity of 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).

To ensure core members of our committee understand their responsibility to keeping provider records up to date and support the manager of Fowlmere Playgroup to maintain, store and update these records.

**Procedures:**

* All our records are kept in an orderly way in files and filing is kept up-to-date.
* All records are the responsibility of our management team (committee members and manager of Fowlmere Playgroup) and ensure they are kept securely.
* 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.

**Changes to Providers:**

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 including the secretary of our committee, address or contact information.
* Change to the person managing our provision
* Significant events which are likely to affect our suitability to look after children
* Other event as detailed in the Statutory Framework for the Early Years Foundation Stage (DfE 2017).

**Manager/committee’s responsibilities:**

* The committee maintain and update the operational folder for the setting
* To ensure there is a clear understanding of the roles and responsibility the manager and the committee have in regards to provider records held/kept/secured and refer to guidance or seek advice when unsure.
* All provider records particularly leasing agreements are annually reviewed to see if any amendments need to be made
* The committee inform Ofsted of change of committee members and contact for the setting after our Annual General Meeting (October annually) of any changes.
* Manager to arrange annual day in order reviewed provider records so that documents outside their retention period can be destroyed safely
* Manager has put in place filing system and will ensure that any records are orderly filed to make accessing easier if needed.

This policy was adopted by Fowlmere Playgroup

On June 2019

Date to be reviewed June 2021

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or owner)

Reviewed ………July 2020…………….. …………….Jasmine Redrup………..

………July 2021……………. …………….Jasmine Redrup………..

……….Feb 2022…………… ……………..Verity Smith……………..