



# **Caterpillars Pre-School**

## **Provider Records**

April 2020



## Policy statement

Caterpillars keep records and documentation for the purpose of maintaining our business and charity.

These include:

- Records pertaining to Caterpillars 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 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.

Caterpillars 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).

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

## Procedures

- All records are the responsibility of the Caterpillars Management Team who ensure they are kept securely.
- All Caterpillars records are kept in an orderly way in files and filing is kept up-to-date.
- All Caterpillars financial records are kept up-to-date for audit purposes.
- Caterpillars maintain health and safety records; these include risk assessments, details of checks or inspections and guidance etc.
- Our Ofsted registration certificates are displayed.
- Our Public Liability insurance certificates are displayed.
- All our employment and staff records are kept securely and confidentially.



Caterpillars will 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;
- change to the person managing our provisions;
- 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).

### **Changes due to the Covid-19 Outbreak**

During the COVID-19 outbreak there may be the need to keep additional records as part of outbreak management.

A central record of all confirmed cases of COVID-19 that affect any member of staff or service user is held. This record does not contain personal details about the individual (unless for a member of staff). Records are kept of individual cases of children/families who are self-isolating due to symptoms. In all cases the principles of data protection are maintained.

### **Legal framework**

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


### **Further information**

- Accident Record (Pre-school Learning Alliance 2017)
- Accounts Record (Pre-school Learning Alliance 2015)
- Safeguarding Children (Pre-school Learning Alliance 2013)
- Recruiting Early Years Staff (Pre-school Learning Alliance 2016)
- People Management in the Early Years (Pre-school Learning Alliance 2016)
- Financial Management (Pre-school Learning Alliance 2010)
- Medication Administration Record (Pre-school Learning Alliance 2017)
- Daily Register and Outings Record (Pre-school Learning Alliance 2018)



- Dynamic Risk Management (Pre-school Learning Alliance 2017)
- Complaint Investigation Record (Pre-school Learning Alliance 2015)

This policy was adopted by Caterpillars Pre-School

In	May 2020
Date to be reviewed	April 2021
Signed on behalf of the management committee	
Name of signatory	Matthew Doonan
Role of signatory (e.g. chair/owner)	Chair of the Committee