# Provider Records and Record Keeping Policy

### Statement of Intent

Little Monsters Day Nursery is committed to maintaining accurate, up-to-date, and secure records to meet legal, regulatory, and operational requirements.

We recognise that effective record keeping supports children's safety, staff wellbeing, and high-quality provision. All records are managed in line with statutory guidance and the requirements of **Ofsted**.

All personal and sensitive information is treated confidentially and stored securely in accordance with data protection legislation.

## Types of Records Maintained

We maintain records relating to:

- Registration and compliance documentation
- Premises, lease, and contractual agreements
- Financial income and expenditure
- Risk assessments and health and safety checks
- Staff recruitment, employment, and training records
- Safeguarding and child protection records
- Policies and procedures
- Insurance documentation
- Attendance and staffing records

These records support the safe, effective, and lawful running of the setting.

# Confidentiality and Data Protection

All records are regarded as confidential where appropriate and are handled in line with data protection principles.

We ensure that:

- Information is processed lawfully and fairly
- Records are accurate and kept up to date
- Data is stored securely
- Access is limited to authorised persons
- Information is not shared without consent unless legally required

This policy should be read alongside the Confidentiality, Data Protection, and Information Sharing policies.

# Responsibilities

## Manager/Owner

The Manager/Owner is responsible for:

- Ensuring records are maintained and stored securely
- Monitoring compliance with legal requirements
- Reviewing record-keeping procedures regularly
- Ensuring staff understand their responsibilities

## Staff

All staff are responsible for:

- Completing records accurately
- Maintaining confidentiality
- Reporting any concerns about record security
- Following data protection procedures

# Storage and Security of Records

To protect information, we:

- Store paper records in locked filing cabinets
- Protect digital records with passwords and secure systems
- Limit access to authorised staff only
- Back up electronic records regularly
- Dispose of records securely when no longer required

# Record Management Procedures

We ensure that:

- All records are filed clearly and systematically
- Filing systems are kept up to date
- Financial records are maintained for audit and inspection purposes
- Health and safety records are reviewed regularly
- Risk assessments are updated as required
- Staff files include DBS, qualifications, and training records

# Statutory Display Requirements

The following documents are displayed clearly within the setting:

- Ofsted Registration Certificate
- Public Liability Insurance Certificate

These are available for parents and visitors to view.

# Access to Records

- Parents/carers may access records relating to their own child in line with data protection guidance.
- Staff may access their own employment records upon request.
- Requests for information are managed by the Manager.

All access is recorded and monitored.

# Retention and Disposal of Records

We retain records in line with legal and regulatory requirements.

When records are no longer required, they are:

- Shredded (paper records), or
- Permanently deleted (electronic records)

This ensures confidentiality is maintained at all times.

# Legal Framework

This policy is informed by:

- Data Protection Act 2018

- UK General Data Protection Regulation (UK GDPR)
- Human Rights Act 1998
- Early Years Foundation Stage (EYFS) Framework

# Monitoring and Review

- This policy is reviewed annually or when legislation changes.
- Record-keeping systems are monitored regularly.
- Improvements are implemented where required.

# Policy Adoption

**Name of Setting:** Little Monsters Day Nursery
**Date Adopted:**
**Signed:** _____
**Role of Signatory:** Manager