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Provider's records

We keep records and documentation for the purpose of maintaining our business. These include:

- records pertaining to our registration
- 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, address and telephone number (please see staff records)
- names, addresses and telephone numbers of anyone else who is regularly in unsupervised contact with the children, as well as their DBS

We consider our records as confidential based on the sensitivity of information, such as with employment records. These confidential records are maintained regarding the frameworks of the GDPR (2018) and the Human Rights Act (1998). This policy and procedure are taken in conjunction with the Confidentiality and Access to Records policies.

Procedure

- All records are the responsibility of the management team who ensure 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.
- Health and safety records are 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 our employment and staff records are kept securely and confidentially.

We notify Ofsted of any change:

- to 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

as well as:

- any significant event which is likely to affect our suitability to look after the children
- any other event as detailed in the statutory framework of the EYFS.