



lintongrantaplaygroup

Pre-school and toddler group
Linton, Cambridgeshire

Title	Provider records
Code	LGPGDRKPR
Author	PLA 2015; B Ward
Version	4
To be reviewed on	September 2017
Setting Details	Linton Granta Playgroup and Toddlers Linton Village College, Cambridge Road, Linton, Cambridge, CB21 4JB Tel. 07806 744 864 Email: info@lintongrantaplaygroup.org.uk

Policy Statement

We keep records for the purpose of maintaining our business. 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 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.
- Our records are regarded as confidential on the basis of sensitivity of information, such as with regard to employment records and these are maintained with regard to the framework of the Data Protection Act and the Human Rights Act.
- This policy and procedure is taken in conjunction with the Confidentiality and Client Access to Records policy and Information Sharing policy.

Procedures

- All records are the responsibility of the officers of the management committee 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 Employee's and Public Liability insurance and certificates are displayed.
- All our employment and staff records are kept securely and confidentially.
- Staff and parents are informed of our record keeping procedures through the Pre-school Information booklet and Operational Plan.




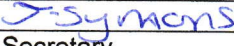
Legal framework

Data Protection Act 1998
Human Rights Act 2000

Other useful Pre-school Learning Alliance publications

- Accident Record (2013)

- Accounts Record (2005)
- Safeguarding Children (Ed 2013)
- Recruiting and Managing Employees (2011)
- Financial Management (2010)
- Medication Administration Record (2013)
- Daily Register and Outings Record (2012)
- Managing Risk (2009)
- Complaints Investigation Record (2015)

This policy was adopted at a meeting of Linton Granta Playgroup			
Held on			
Date to be reviewed			
	First signatory	Second Signatory	Approved By
Signed on behalf of the Management committee			
Name of signatory			
Role of signatory	Chair	Secretary	Policy Co-Ordinator