



Record Keeping Policy – Provider Records

Policy Statement

We keep records for the purposes 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.
- Risks assessments.
- Recruitment Records of job applicants including CV's and Application forms
- Employment records of staff, including Application Forms, Employment Contract, DBS checks, Accident and incident Forms, Appraisals and Supervisions.

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, the general Data Protection Regulation, and the Humans Right Act.

Procedures

- All records are the responsibility of the setting Manager.
- All records are kept in an orderly way in files and filing is kept up to date.
- Electronic records are securely stored and encrypted where relevant.
- All paper records are stored securely in locked office.
- 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 are confidential.

Record Retention

- For retention period of provider Records please see our Records Retention Periods Document



- Any provider records stored on Tapestry are held for 90 days then a further 90 days on the back up system before deletion.

Linked Policies and Forms

Confidentiality and client access to records policies

Information sharing policy

Record Keeping Policy – Children’s Records

Record Retention Periods

Information Commissioners Office and Data Protection Officer

Little Rays Daycare Ltd is registered as a Data Controller with the Information Commissioners Office under registration reference C1461032

Our Data Protection officer is Pauline Cheeseman

Legal Framework

Data Protection act 1998

General Data Protection Regulation (EU) 2016/679

Human Rights Act 1998

Created	September 2018
Updated by:	Mairead Cheeseman (Nursery Manager)
Reviewed 05/09/2025	Mairead Cheeseman

