51. PROVIDER RECORDS

Policy statement

We keep records and documentation 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 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.

We 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 (GDPR) (2018), further details of which 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 our management team who ensure they are kept securely.
- All our records are kept in an orderly way in files and filing is kept up-to-date.
- Our financial records are kept up-to-date for audit purposes.
- We maintain health and safety records. 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.
- Where we require retention of certificates in order to demonstrate ‘safer recruitment’ practice for the purpose of safeguarding audits, we are legally entitled to retain the certificate. This practice will need to be compliant with the Data Protection Act, Human Rights Act, United Kingdom General Data Protection Regulation (UK-GDPR), and incorporated within the individual organisation’s policy on the correct handling and safekeeping of DBS certificate information.

We 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;
- change to the person managing our provision;
- 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*.

Legal framework

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

This policy was adopted by:	ASK Kindergarten & Clubs
On:	May 15, 2026
Date to be reviewed:	May 15, 2027
Signatory:	Mark Stewart
Role of Signatory:	Owner & Ofsted Registered Provider