



Scalliwags Pre-School CIO

Record Keeping

Provider Records

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.

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 2018 and the Human Rights Act 1998

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 files and filing is kept up-to-date, limited to management committee access.

Scalliwags Pre-School CIO

St Andrew's Youth Hall, St Andrews Recreation Ground, Paddock Wood, Kent, TN12 6HT

Telephone: 01892 835980 E-mail: scalliwagsps@gmail.com

Registered Charity No. 1179340, Ofsted Registration No. 2515454



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- 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 will hold financial information securely and retain it for 7 years, after which the information is archived or securely destroyed.
- We will hold employment information until the end of employment, plus 6 years, after which the information is archived or securely destroyed.

This policy was adopted at a meeting of

Held on _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the management
committee

Name of signatory

Role of signatory

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