



Woodham Mortimer Pre-School
 Woodham Mortimer Village Hall
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 Registered Charity Number: 1060526 DFES / OFSTED Number 650168
 PSLA Membership Number: 20167

RECORD KEEPING

General Welfare Requirement: Documentation

The Pre-School must maintain records, Policies and procedures required for the safe and efficient management of the Pre-School and to meet the needs of the children

5.2 – PROVIDER RECORDS POLICY

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 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.

EARLY YEARS FOUNDATION STAGE KEY THEMES AND COMMITMENTS

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.1 Inclusive practice	2.1 Respecting each other	3.3 The learning environment	N/A

PROCEDURES

- All records are the responsibility of the officers of the Pre-School 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 Public Liability insurance certificate is displayed
- All our employment and staff records are kept securely and confidentially

LEGAL FRAMEWORK

- Data Protection Act 1998
- Human Rights Act 1998

OTHER USEFUL PSLA GUIDANCE

- Accident Record (2008)
- Accounts Record (2005)
- Child Protection Record (2007)
- Employment in Early Years Settings (2007)
- Finance in Early Years Settings (2005)
- Medication Record (2006)
- Register and Outings Record (2006)
- Risk Management in Early Years Settings (2007)
- Summary Complaints Record (2006)

This Policy was adopted at a meeting of the Woodham Mortimer Pre-School Committee

Date of Meeting

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Next Review Date

January 2011

**Signed on Behalf of Woodham
Mortimer Pre-School**

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Name of Signatory

Kayte Terrett

Role of Signatory

Chairperson – Woodham Mortimer Pre-School Committee