

## Provider Records

### *Policy*

At Harvey Bears we have to keep records and documentation for the purpose of maintaining our charity status. These include:

- Records pertaining to our registration.
- Landlord/lease documents pertaining to amenities, services and goods.
- Financial records pertaining to income and expenditure.
- Risk assessments
- Employment records of staff including name, home address and phone number.
- Names, address and phone number of anyone else with access to the children ie students and volunteers.

We consider our records as confidential based on the sensitivity of information. These confidential records are maintained with regard to GDPR regulations.

### *Procedures*

- All records are the responsibility of the 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 auditing purposes.
- We maintain health and safety records, these include necessary risk assessments, details of checks or inspections and guidance.
- Our OFSTED registration certificate is displayed.
- Our Public Liability Insurance Certificate is displayed.
- All our staff and employment records are kept securely and confidentially.

We notify OFSTED of any:-

- Change in address of our premises.
- Changes to our premises which may affect available space or the quality of childcare we offer.
- Changes to the name or address of the registered person.
- Changes to the committee.
- Significant events which are likely to affect our suitability to offer childcare.