Record keeping

Provider records

Policy Statement

We keep records at Tywardreath Preschool Playgroup 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 General Data Protection Regulations 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 an orderly way in files and filing is kept up to date. This responsibility has been delegated to the preschool manager due to confidential items also being kept in the filing cabinet.
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

General Data Protection Regulations 2018
Human Rights Act 1998

Reviewed on: 25th October 2026