

General Welfare Requirement: Documentation

Providers must maintain records, policies and procedures required for the safe and efficient management of the settings and to meet the needs of the children.

Record keeping

5.2 Provider records

Policy Statement for St Joseph's Pre-school

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, General Data Protection Regulations 2018 and the Human Rights Act 2015.

St Joseph's Pre-school pays an annual subscription to the Information Commissioner's Office (ICO) to be included in their Data Protection Register. The Pre-school's reference number in this respect is ZB019647.

This policy and procedure is taken in conjunction with the Confidentiality and Data Subject Access Requests policies and procedures and the settings Information Sharing policy¹.

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 (electronic and/or hard copy).
- Financial records are kept up-to-date for audit purposes.
- St Joseph's Pre-school is registered with the Charity Commission. Our Charity Registration Number is [1089094](#). Every year we submit our Annual Return within the 10 month deadline.
- Health and safety records are maintained; these include risk assessments, details of checks or inspections and guidance etc.
- Our Office for Standards in Education, Children's Services and Skills (Ofsted) registration certificate is displayed².
- Our Public Liability insurance certificate is displayed.
- All our employment and staff records are kept securely and confidentially.

¹ Policies: 1.4 Confidentiality, 5.4 Data Subject Access Requests and 1.5 Information sharing

² St Joseph's Pre-school Ofsted URN is EY299203

- Evidence of Disclosure and Barring Service checks and staff qualifications is kept in St Joseph's Pre-school's Single Central Record, accessible only by the Chair and Ofsted.

Retention of records

For further information about our retention periods for records, please refer to our document 5.7 Retention Periods for Records, which is available from the Pre-school on request.

All St Joseph's Pre-school's policies and procedures can be found on the Pre-school's section of St Joseph's Catholic Primary School's [website](#).

Closure of the setting

If St Joseph's Pre-school has to close for any reason, a member of the Committee or their representative will contact the setting's legal advice line through the Pre-school's insurers and seek advice from Information Commissioning Office in relation to storing records.

Legal framework

- General Data Protection Regulations (2018)
- Data Protection Act 2018
- Human Rights Act 2015

Associated Policies and Procedures

- 1.4 Confidentiality
- 1.5 Information Sharing
- 5.5 Data Subject Access Requests

Version Number	Author	Purpose of Change	Date
1.0	K Coupe	Reviewed and page numbered	Sept 2014
2.0	Committee	Reviewed and updated	Oct 2016
3.0	K Coupe	Reviewed, updated and version controlled	16 January 2020 Committee Meeting
4.0	K Coupe	Reviewed and updated as follows: • reference to GDPR 2018 and the Information Commissioner's Office; • mention of being registered with the Charity Commission – with hyperlink • confirmation of where the setting's policies and procedures can be found – with hyperlink; • inclusion of "Associated Policies and Procedures" section as per EY Safeguarding Audit 2023 s175/157	09 October 2023 Committee Member (S Webb)
5.0	K Coupe	Updated to include section entitled "Closure of setting"	3 June 2025 Committee Member (L Finn-

			Powers)
--	--	--	---------