

5.5 Miss B's Nursery's records Policy

Reviewed: June 2026
Next Review Date: September 2027

Table of Contents

<i>Policy statement</i>	2
<i>Procedures</i>	2

5.5 Miss B's Nursery's records Policy

Policy statement

To enable us to operate effectively as a nursery, we have systems in place for setting-up updating and maintaining records, including:

- Records pertaining to Miss B's Nursery registration
- Risk assessments.
- Employment records of our staff, including their name and contact details such as home address, telephone number, mobile phone number and e-mail address.

We consider our records confidential, given the sensitivity of the information, such as employment records. These confidential records are maintained in accordance with the GDPR & Data Protection Act (2018) and the Human Rights Act (1998), using guidance from the Information Commissioner's Office (ICO).

This policy and procedure should be read in conjunction with our Information Sharing Policy and our Confidentiality and Client Access to Records Policy (sections 5.7 and 5.8).

Procedures

- All records are the responsibility of the triumvirate team, who ensure they are kept securely and appropriately.
- All our records are kept in files in an orderly manner, and filing is kept up to date.
- We maintain health and safety records, including risk assessments, details of checks or inspections, and guidance.
- 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 notify Ofsted, as appropriate, in case of any:

- change in the address of our premises.

5: Organisation, information and documentation

- changes to our premises which may affect the space available to us or the quality of childcare we provide.
 - change to the name and address of our registered provider, or the provider's contact information as detailed in the Statutory Framework for the EYFS.
-