

Safeguarding and Welfare Requirement: Information and Records

Provider records

Policy statement

Ready Steady Grow Pre-School maintains accurate, up-to-date and secure records and documentation to meet statutory requirements, demonstrate compliance to Ofsted, ensure effective management of the setting, and protect the safety and wellbeing of children, families and staff.

We treat all records as confidential and manage them in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, the Human Rights Act 1998, and the EYFS Statutory Framework (2024). Further detail on data protection can be found in our Privacy Notice, Information Sharing Policy, and Confidentiality & Client Access to Records Policy.

Types of Provider Records Maintained

We keep the following categories of records for business management, safeguarding, Ofsted compliance and legal purposes:

Registration and Governance Records

- Ofsted registration details and correspondence
- Policies and procedures
- Records of committee members (if applicable), owners, or trustees

Premises and Operational Records

- Rental/lease agreements
- Service contracts (e.g., utilities, maintenance, waste management)
- Health and safety documentation
- Fire safety and equipment servicing records
- Risk assessments (daily, weekly, annual, and activity-specific)
- Premises checks, inspections, and maintenance logs

Financial and Business Records

- Income and expenditure records
- Funding claim documentation
- Invoices, receipts, and accounting documents
- Payroll and tax records (if applicable)

Employment and Staff Records

- Staff identity information (name, address, contact details)
- DBS checks, recruitment information, qualifications, references
- Supervision and appraisal records
- Training records, including safeguarding and first-aid certificates
- Records of anyone regularly in unsupervised contact with children

Safeguarding and Welfare Requirement: Information and Records

Other Required Documentation

- Public Liability Insurance certificate
- Employer's Liability certificate
- Ofsted registration certificate (displayed as required)
- Records required by Bromley Local Authority where relevant

Procedures for Managing Records

Secure Storage and Access

- All records are the responsibility of the management team.
- Records are kept secure in locked storage or password-protected digital systems.
- Access is restricted to authorised staff on a need-to-know basis.
- Records are organised systematically and maintained in an up-to-date and accurate state.

Retention and Disposal

- Records are retained for statutory periods as required by:
 - EYFS 2024
 - Ofsted
 - HMRC
 - UK GDPR
 - Safeguarding legislation
- Records are disposed of securely (shredding or certified digital deletion).

Financial Records

- Accounts and financial documentation are kept accurate and up-to-date for auditing and HMRC purposes.

Health & Safety Records

We maintain:

- Comprehensive risk assessments
- Safety checks (fire alarms, extinguishers, electrical testing etc.)
- Accident and incident records
- First-aid equipment audits
- COSHH records (if applicable)

These demonstrate compliance with health and safety legislation and ensure safe practice.

Required Displays

- Ofsted registration certificate
 - Public Liability Insurance certificate
- These are displayed prominently as required by Ofsted.

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Notifying Ofsted

We notify Ofsted of all significant changes as required by the EYFS Statutory Framework (2024) and Ofsted's regulatory guidance. This includes:

- Any change to the address or layout of the premises
- Any change affecting the quality or capacity of childcare
- A change to the name, address or contact details of the registered provider
- A change to the manager or nominated person
- Any significant event affecting suitability to work with children
- Any event listed under the EYFS safeguarding and welfare requirements

Notifications are completed within required timescales and logged.

Confidentiality

- Sensitive documentation (including staff records, financial documents, and regulatory material) is treated as strictly confidential.
- Information is shared only where lawful, necessary, and proportionate, following our Information Sharing Policy.
- Staff receive training in data protection and confidentiality.

Legal Framework

- UK General Data Protection Regulation (UK GDPR) 2018
- Data Protection Act 2018
- Human Rights Act 1998
- Early Years Foundation Stage (EYFS) Statutory Framework 2024
- Working Together to Safeguard Children (2023/24)