# 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 records in accordance with the UK GDPR, Data Protection Act 2018 (as amended), the Data (Use and Access) Act 2025, Human Rights Act 1998, the EYFS Statutory Framework for group and school-based providers effective 1 September 2026, Working Together to Safeguard Children 2026, and relevant Bromley/BSCP requirements. Further detail is set out 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:

Provider records must be sufficient to show that the setting is safely and efficiently managed, that children's needs are met, and that relevant and accurate information can be obtained and shared with parents/carers, other professionals, the police, children's social care and Ofsted as appropriate.

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 and risk-management records where written records are appropriate or legally required; these are proportionate to the risk and reviewed when circumstances change
- Premises checks, inspections, and maintenance logs

Financial and Business Records

- Income and expenditure records
- Funding claim documentation
- Invoices, receipts, and accounting documents

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- 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 required to demonstrate the identity, suitability, recruitment, references, qualifications, training and checks of staff and other relevant persons, including those regularly in unsupervised contact with children

**Child, Attendance and Regulatory Records**

- Daily attendance record showing the names of children cared for, their hours of attendance and each child's key person.
- For each child: full name, date of birth, known parents/carers and addresses, parental responsibility information, who the child normally lives with, and emergency contact details; where possible, more than two emergency contact numbers are held.
- Accident/injury and first-aid records; medication records; physical-intervention records; complaints and outcomes; safeguarding records; and records of information shared or decisions made where required.
- Inspection reports, regulatory notices, serious-incident notifications and evidence of actions taken in response.

Other Required Documentation

- Public Liability Insurance certificate
- Employer's Liability certificate
- Ofsted registration certificate, displayed or made available as required by the register(s) on which the setting is registered
- Records required by the London Borough of Bromley, including funded early education/childcare claims, eligibility evidence, headcount/audit records and current Provider Agreement requirements where applicable

## 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.
- Records may be kept securely off the premises, but must remain easily accessible and available when required. Confidential staff and child records are accessible only to people with a right or professional need to see them.
- Digital systems, cloud services and devices used for provider records must have appropriate access controls, backups and security arrangements. Personal data must not be stored in unapproved personal accounts or devices.

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- 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 an appropriate period according to the type and purpose of the record, statutory or contractual requirements, safeguarding need, limitation periods and our retention schedule. Requirements may arise from:
  - EYFS Statutory Framework effective 1 September 2026
  - Ofsted
  - HMRC
  - UK GDPR
  - Safeguarding legislation
- Records are reviewed when their retention period expires and are securely destroyed or deleted unless there is a lawful reason to retain them for longer. Safeguarding records are not destroyed merely because a general business-retention period has expired.

**Financial Records**

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

**Health & Safety Records**

We maintain:

- Suitable and sufficient risk assessments and records of significant findings where required, together with evidence of ongoing/dynamic risk management
- 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 - displayed where the applicable registration rules require this; if registered on the Early Years Register only, it may be displayed digitally but must be made available to parents/carers on request
- Public liability insurance information/certificate is retained and made available as appropriate. Employer's liability insurance information is displayed or made accessible in accordance with the applicable insurance legislation. These requirements should not be described as Ofsted display requirements unless the relevant registration rule specifically requires display.

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## Notifying Ofsted

We notify Ofsted of changes and significant events that are notifiable under the EYFS Statutory Framework effective 1 September 2026 and current Ofsted regulatory guidance. Notifications are made as soon as reasonably practicable and within any statutory deadline. This includes, where applicable:

- Any change to the address of the premises (including obtaining prior approval where required) or a change to the premises that may affect space available to children or the quality of childcare
- Any change to the provider's name, address or other contact information, and relevant company/charity/partnership/governing-body details where applicable
- Any change to the person managing the early years provision and, where applicable, the nominated individual or other registered persons
- Any proposal to provide overnight care where this changes the hours of childcare, and other registration changes that Ofsted requires to be notified
- Any significant event likely to affect the suitability of the provider or a person who cares for, or is in regular contact with, children on the premises
- Serious accidents, illnesses, injuries or a child death in care; food poisoning affecting two or more children; allegations of harm or abuse by relevant persons; disqualification; and other significant events that current Ofsted guidance requires to be reported

Where the EYFS specifies a 14-day maximum, we report as soon as reasonably practicable and in any event within 14 days. The setting keeps a clear record of what was notified, when, by whom, the information supplied and any response/action required.

## 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.
- The setting maintains a clear route for data-protection complaints. From 19 June 2026, organisations handling personal data must provide a way to complain, acknowledge a data-protection complaint within 30 days, investigate it appropriately and communicate the outcome.
- Personal-data breaches, cyber incidents, lost records or unauthorised disclosure are escalated promptly to the Manager/Data Protection lead, contained and recorded, and reported to the ICO and affected individuals where the legal threshold and timescales require this.

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## Legal Framework

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Human Rights Act 1998
- Early Years Foundation Stage (EYFS) Statutory Framework for group and school-based providers, effective 1 September 2026
- Working Together to Safeguard Children 2026
- Data (Use and Access) Act 2025
- Childcare Act 2006 and Early Years Foundation Stage (Welfare Requirements) Regulations 2012, as amended
- Bromley Safeguarding Children Partnership / London safeguarding procedures and current London Borough of Bromley early years funding requirements, where applicable
- Policy updated: September 2026 | Review: September 2027 or sooner following legislative, regulatory, local-authority or setting changes.