



## Ladybird Playgroup Thriplow CIO – Provider Records Policy

School Lane, Thriplow, Royston, Herts, SG8 7RH

CIO Charity Number 1162435

Tel: 01763 208055 Email: [ladybirdplaygroupthriplow@gmail.com](mailto:ladybirdplaygroupthriplow@gmail.com) Web: [www.ladybird-playgroup.co.uk](http://www.ladybird-playgroup.co.uk)

## Provider Records Policy

### Statement of Intent

We keep records and documentation for the purpose of maintaining our charity. These include:

- Records pertaining to our registration.
- Trustee information
- 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 our staff including their name, home address and telephone number and other personal details.
- Staff meetings and minutes
- Names, addresses and telephone numbers of anyone else who is regularly in unsupervised contact with the children.
- DBS information
- Application forms

We consider our records as confidential based on the sensitivity of information, such as with employment records. These confidential records are maintained with regard to the framework of the General Data Protection Regulations (2018), further details are given in our Privacy Notice and the Human Rights Act (1998).

This policy and procedure should be read alongside our Privacy Notices, Confidentiality and Client Access to Records Policy and Information Sharing Policy.

### Aims

The purpose of this policy is to set out how we manage our provider records. This policy and procedure should be read alongside our Privacy Notice, Confidentiality and Client Access to Records Policy and Information Sharing Policy.

### COVID-19

During the COVID-19 outbreak there may be the need to keep additional records as part of outbreak management.

A central record of all confirmed cases of COVID-19 that affect any member of staff or service user is held. This record does not contain personal details about the individual (unless for a member of staff). Records



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are kept of individual cases of children/families who are self-isolating due to symptoms. In all cases the principles of data protection are maintained.

### Method

- All records are the responsibility of our management team who ensure they are kept securely.
- All our records are kept in an orderly way in files and filing is kept up-to-date.
- Our financial records are kept up-to-date for audit purposes.
- We maintain health and safety records; 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.
- Where electronic devices containing confidential information are removed from the setting to allow staff to work offsite, they are done so in accordance with our agreed data transportation system with Ofsted. Any electronic devices will be transported securely and all data will be password protected. Staff sign confidentiality agreements to ensure that when working offsite, data is kept confidential including ensuring all electronic records are password protected.

We notify Ofsted of any:

- change in the address of our premises;
- change 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;
- change to the person managing our provision;
- significant event which is likely to affect our suitability to look after children; or
- other event as detailed in the *Statutory Framework for the Early Years Foundation Stage* (DfE 2017).

### Data Retention

We retain Provider records for the following length of time:

- Accounting Records: Invoices to parents - 6 years for public limited companies and charities. This should include the current year of trading.
- Accounting Records: Invoices from external partners - 6 years for public limited companies and charities. This should include the current year of trading.
- Accounting Records: Wages and salaries - At least 3 years after the end of the tax year to which they relate. Wage/salary records - 6 years for public limited companies and charities. This should include the current year of trading.



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- Accounting: Banking - Lloyds, Cambridge Building Society and NS&I - Until trustees leave.
- Application forms and interview notes from unsuccessful candidates - At least 1 year.
- DBS checks/Disclosure - 6 months after the date on which recruitment decisions have been taken, or after the date in which the dispute about the accuracy of the disclosure has been resolved.
- Informing Ofsted about changes / Ofsted notifications - Three years or until the next Ofsted inspection.
- Insurance liability documents - 40 years from the date of expiry.
- Personnel files and training records (including disciplinary records and working time records) - 6 years after employment ceases. Records of unfounded allegations of a child protection nature must be kept until the person's normal retirement age or 10 years after the date of the allegation; allegations found to be malicious must be removed from personnel files.
- Redundancy details, calculations of payments, refunds, notification to the Secretary of State - 3 years after the date record was made.
- Staff accident records - 3 years after the date of the last entry.
- Staff meeting minutes - At least 6 years from the date of the meeting for Charitable Incorporated Organisations
- Statutory maternity pay records - 3 years after the end of the tax year in which maternity period ends.
- Statutory sick pay and records certificates - 3 years after the end of the tax year to which they relate.
- Trustee deeds and rules, trustee minutes - For the existence of the charity.
- Visitor Log - The current year + 6 years.

### Archiving files

- Hard copy documents are shredded once data retention periods have been reached.
- If data is kept electronically it is encrypted and stored as above.
- Electronic copy documents are electronically deleted once data retention periods have been reached.

### **Legal framework**

- *General Data Protection Regulations (GDPR) (2018)*
- *Human Rights Act 1998*

### **Further Useful Guidance**

*Pre-School Learning Alliance publications:*



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- *Accident Record (2013)*
- *Accounts Record (2015)*
- *Safeguarding Children (2013)*
- *Recruiting Early Years Staff (2016)*
- *People Management in the Early Years (2016)*
- *Financial Management (2010)*
- *Medication Administration Record (2015)*
- *Daily Register and Outings Record (2015)*
- *Managing Risk (2009)*
- *Complaint Investigation Record (2015)*

This policy was adopted at a meeting of the Ladybird Playgroup Thriplow CIO	
Held on (date)	
Signed on behalf of the Ladybird Playgroup Committee	
Role of signatory (e.g. chairperson etc.)	
Signed by Playgroup Leader/Deputy	
Name of Playgroup Leader/Deputy	