



Records and Record Keeping Policy

Policy Statement

At Pavilion Pre-School (Aigburth) CIO, we maintain accurate, appropriate and up-to-date records to support the safe, effective and efficient management of our provision, meet our legal and regulatory responsibilities, and promote the welfare, learning and development of the children in our care.

Records are maintained in accordance with the Early Years Foundation Stage (EYFS) Statutory Framework for Group and School-Based Providers, current data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018, and other relevant legislation and guidance.

We recognise that many of the records we hold contain personal, confidential or sensitive information. All records will therefore be handled appropriately, securely and respectfully. Access to confidential information will be restricted to those who have a legitimate right or professional need to access it.

Records may include, but are not limited to:

- Documentation relating to our Ofsted registration and governance arrangements.
- Records relating to the management and operation of the pre-school and any associated provision, including breakfast and after-school provision.
- Financial records relating to income, expenditure, funding and financial management.
- Children's records, including registration information, attendance, developmental records, observations, assessments, care information and relevant correspondence.
- Safeguarding and child protection records.
- Records of accidents, injuries, incidents and first aid.
- Medication records and relevant health information.
- Risk assessments, health and safety checks, fire safety records and other safety documentation.
- Complaints and records of their investigation and outcome.
- Staff employment records, including recruitment, suitability checks, qualifications, training and professional development.
- The name, home address and telephone number of the provider and, where applicable, other individuals whose details are required under the EYFS.



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- The names, addresses and telephone numbers of individuals who regularly have unsupervised contact with children, where this information is required.
- Records relating to volunteers, students, trustees, committee members and other individuals involved in the provision, where applicable.
- Records of staff meetings, supervision, training and relevant management decisions.
- Records relating to the maintenance, security and suitability of the premises and equipment.
- Records required for funding, audits, inspections and statutory purposes.

We will retain records only for as long as they are required for legal, regulatory, operational, safeguarding, financial or other legitimate purposes. Retention periods will be determined in accordance with applicable legislation, regulatory requirements and our records retention arrangements.

This policy should be read alongside our:

- Confidentiality and Client Access Policy
- Safeguarding Policy
- Complaints Policy
- Health and Safety Policy
- Safer Recruitment Policy

Confidentiality and Data Protection

All staff and other individuals who have access to records are expected to respect the confidentiality of the information they contain.

Confidential records relating to children, families, staff and other individuals will be:

- Stored securely, whether in paper or electronic format.
- Accessible only to people who have a legitimate right or professional need to see them.
- Protected against loss, damage, unauthorised access, alteration or inappropriate disclosure.
- Shared only where there is a lawful basis for doing so.
- Handled in accordance with the UK GDPR, Data Protection Act 2018 and other relevant data protection requirements.



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The setting will ensure that staff understand their responsibilities regarding confidentiality and the secure handling of information.

Parents and/or carers will be given access to records relating to their child where they have a right to access them, subject to any applicable legal exemptions or restrictions.

Information may be shared with other professionals, agencies, the police, social care, Ofsted or other relevant organisations where this is necessary, lawful and appropriate, particularly where there are safeguarding or welfare concerns.

The current EYFS requires providers to ensure confidential information and records about children and staff are held securely and are accessible only to those with a right or professional need to see them.

Procedures

Responsibility for Records

- The management team has overall responsibility for ensuring that records are maintained appropriately and securely.
- Staff are responsible for ensuring that records they create or contribute to are accurate, factual, timely and appropriately stored.
- The manager will ensure that records are reviewed regularly and that outdated records are securely disposed of when the appropriate retention period has expired.
- Records will be kept in an orderly and accessible manner to support efficient management and inspection.

Children's Records

Records relating to individual children will be maintained in accordance with the EYFS and our data protection requirements.

These may include:

- Registration and contact details.
- Parent/carers details and emergency contacts.



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- Attendance records.
- Key person information.
- Health and medical information relevant to the child's care.
- Dietary and allergy information.
- Accident, injury and first-aid records.
- Medication records.
- Safeguarding and child protection information.
- Observations, assessments and developmental information.
- Information relating to additional needs, SEND or other support arrangements.
- Relevant correspondence and information shared with parents/carers and other professionals.

Children's records will be retained for a reasonable period after the child leaves the provision, in accordance with applicable requirements.

Staff and Employment Records

All employment and staff records will be maintained securely and confidentially.

These may include:

- Application and recruitment information.
- Identity and eligibility to work documentation.
- References and employment history.
- Disclosure and Barring Service (DBS) information and suitability checks.
- Qualifications and training records.
- Paediatric first aid and other required training.
- Supervision and appraisal records.
- Absence and relevant employment records.
- Records relating to disciplinary or capability procedures where applicable.
- Emergency contact details.
- Records relating to suitability to work with children.

Staff records will only be accessed by those with an appropriate professional need to do so.



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Health and Safety Records

We maintain appropriate health and safety records, which may include:

- Risk assessments.
- Fire safety records and fire drill records.
- Premises and equipment checks.
- Accident, injury and incident records.
- First-aid records.
- Maintenance and inspection records.
- Relevant health and safety guidance.
- Other records required to demonstrate that appropriate health and safety arrangements are in place.

Financial Records

Financial records will be maintained accurately and kept up to date for the effective management of the charity/pre-school and for audit, accounting, funding and regulatory purposes.

Records will be retained securely for the period required by relevant legislation and financial requirements.

Ofsted and Registration Records

Our Ofsted registration documentation will be maintained securely and the required registration information will be made available as appropriate.

Where required, relevant certificates, policies and other information will be displayed or made available to parents, carers, staff and Ofsted.

Notification to Ofsted

We will notify Ofsted of changes and events where this is required by the current EYFS framework or other applicable registration requirements.



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Storage of Records

Paper records will be:

- Kept in secure filing systems.
- Protected from unauthorised access.
- Stored in appropriate areas when not being used.
- Returned to secure storage after use.

Electronic records will be:

- Stored on secure, password-protected systems.
- Accessible only to authorised individuals.
- Protected against unauthorised access, loss or alteration.
- Backed up where appropriate.

Confidential information will not be left unattended where it could be viewed by unauthorised individuals.

Disposal of Records

When a record is no longer required, it will be disposed of securely and appropriately.

Confidential paper records will be shredded or disposed of through a suitable confidential waste service. Electronic records will be securely deleted where appropriate.

Records relating to safeguarding, children, staff, finance and other regulated matters will not be destroyed before the applicable retention period has expired.

Accuracy and Review

We will take reasonable steps to ensure that information held in our records is accurate, relevant and up to date.

Records will be reviewed regularly and amended where necessary. Any amendments to records will be made appropriately so that the original information and the reason for any amendment can be understood where necessary.



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This policy was adopted in June 2017.

It will be reviewed annually or as and when required.

Last updated: 06.10.26

Signed by Chair of Trustees:

Signed by Operations Manager: