

Record Keeping Procedures - Provider Records

In accordance with the GDPR (see appropriate policy) & EYFS Statutory Guidance, we keep records of:

- name and address of the owner;
- names and addresses of all practitioners on the premises, including temporary staff who work with the children or who have substantial access to them;
- all records relating to practitioner's employment with the setting, including application forms, references, results of checks undertaken etc.
- all complaints together with details of how these matters have been resolved.

In addition, the following procedures and documentation in relation to health and safety are in place:

- Risk assessment.
- Record of visitors.
- Fire safety procedures.
- Fire safety records and certificates.
- Operational procedures for outings.
- Vehicle records including insurance. (N/A)
- List of named drivers. (N/A)

- Administration of medication.
- Prior parental consent to administer medicine.
- Record of the administration of medicines.
- Prior parental consent for emergency treatment.
- Accident record.
- Sick children.



Signed: *Stene Catley* - Page 1 of 1-
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Recording Information - Provider Policy
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