



friends on the hill

recordkeeping & notifications policy

policy statement

our club will take appropriate steps to ensure required records are kept safely and securely and are easily accessible

1 records management

- 1.1 confidential information and records about staff and children must be held securely and only accessible and available to those who have a right or professional need to see them
- 1.2 records will be held in accordance with our privacy notice and our other policies where relevant
- 1.3 our club will keep the following records for 2 years from the date it was recorded in accordance with our other policies where applicable:
 - the child's name, home address and date of birth
 - their parent's name, home address and telephone number
 - days and times when they attend the childcare
 - any accidents that happen on the premises
 - any medicine given to a child, or that a child takes themselves, including the date, circumstances, person who gave it and the parent's consent
 - the name, home address and telephone number of everyone living on the premises or working there during childcare hours

2. notifications

- 2.1 our club will make available to parents a list of staff who have a current PFA certificate
- 2.2 once registered, our club will notify Ofsted of any change:
 - in the address of the premises (and seek approval to operate from those premises where appropriate).
 - to the premises which may affect the space available to children and the quality of childcare available to them.
 - in the name or address of the provider, or the provider's other contact information.
 - to the person who is managing the early years provision.
 - any proposal to change the hours during which childcare is to be provided

which will entail the provision of overnight care.

- any significant event which is likely to affect the suitability of the early years provider to look after children.
- any significant event which is likely to affect the suitability of any person who cares for/is in regular contact with children on the premises.
- where the early years provision is provided by a company, any change in the name or registered number of the company.
- where the early years provision is provided by a charity, any change in the name or registration number of the charity.
- where the childcare is provided by a partnership, body corporate or unincorporated association, any change to the "nominated individual".
- where the childcare is provided by a partnership, body corporate or unincorporated association whose sole or main purpose is the provision of childcare, any change to the individuals who are partners in, or a director, secretary or other officer or members of its governing body.

- 2.3 where our club is required to notify Ofsted about a change of person we will give Ofsted the new person's name, any former names or aliases, date of birth, and home address. if there is a change of manager, providers must notify Ofsted that a new manager has been appointed. where it is reasonably practical to do so, this must be done in advance of the change happening. in other cases, this must be made as soon as is reasonably practical but, in any event, within 14 days.
- 2.4 our club will share records with relevant authorities including the police, social service, Ofsted and other professionals working with the child where there is a clear need or legal requirement and providing permitted by its confidentiality obligations
- 2.5 our club will share the following information with parents and/or carers:
- how we provide care, and how parents and/or carers can access more information.
 - the range and type of activities and experiences provided for children, and the daily routines of the setting,
 - how the setting supports children with special educational needs and disabilities.
 - food and drinks provided for children.
 - details of the provider's policies and procedures
 - how staffing in the setting is organised.
 - the name of their child's key person and their role.
 - a telephone number for parents and/or carers to contact the provider in an emergency.