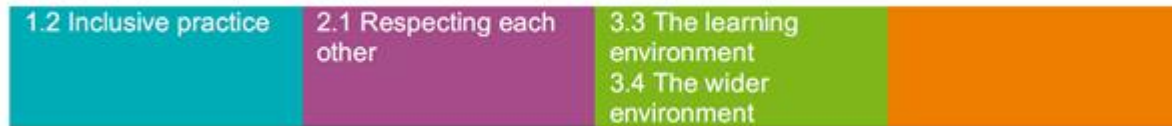


# **STANDARD 10**

## **– INFORMATION AND RECORDS**



### **EYFS key themes and commitments**



### **Standard 10.7-Provider Records**

We keep records and documentation for the purpose of maintaining our business.

These include:

- Records pertaining to our registration.
- 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 staff including their name, home address and telephone number.
- DBS records
- Names, addresses and telephone numbers of anyone else who is regularly in unsupervised contact with the children

We consider our records as confidential based on sensitivity of information, such as with employment records. These confidential records are maintained with regard to the General Data Protection Regulations (2018) and the data Protection Act (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 Notice, Confidentiality and Client Access to Records Policy and Information Sharing Policy.

### **Procedures**

- All records are the responsibility of the management team who ensure they are kept securely.
- All records are kept in an orderly way in files and filing is kept up to date.
- Financial records are kept up-to-date for audit purposes.
- Health and safety records are maintained; 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.

### **We notify Ofsted of any change:**

- In the address of the premises;
- To the premises which may affect the space available to us or the quality of childcare we provide;
- To the name and address of the provider, or the providers contact information; to the person managing the provision;
- Any significant event which is likely to affect our suitability to look after children; or
- Any other event as detailed in the Statutory Framework for the Early Years Foundation Stage (2017)

## **Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information**

It is a requirement of the Disclosure and Barring Service's (DBS) Code of Practice and Security Watchdog part of Capita plc contracted by Ofsted, that a body or individual using our service must have a written policy on the correct handling and safekeeping of Disclosure information.

## **Policy Statements**

### **General Principles**

As an organisation using the DBS (previously CRB) service to help assess the suitability of applicants for positions of trust, Horsted Keynes preschool complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the General Data Protection Regulations (GDPR) (2018) and other relevant legislation pertaining the safe handling, use, storage, retention, and disposal of Disclosure information.

### **Procedures**

#### **Storage and access**

Disclosure information is kept securely, in a lockable cupboard with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling in accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it. Note: When required by statutory duty to retain Disclosures for inspection purposes, the Disclosure will be destroyed immediately following the inspection.

### **Usage**

Disclosure information is only used for specific purpose for which it was requested and for which the applicant's full consent has been given.

### **Retention**

Once a recruitment or other relevant decision has been made, we do not keep Disclosure information after the certificate has been issued. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the DBS about this and will give full consideration to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

### **Disposal**

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, e.g. by shredding. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle e.g. waste bin or confidential waste sack. We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we will keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.


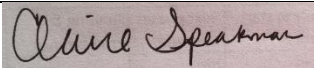

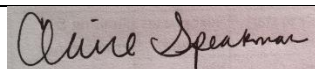
Our Disclosure and Barring Certificates are obtained through Security Watchdog a division of Capita plc.

### **Legal framework**

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

### Further guidance

- Information Sharing: Advice for Practitioners and Managers (DCSF 2018)
- Can be found at [www.legislation.gov.uk](http://www.legislation.gov.uk), or [www.hse.gov.uk](http://www.hse.gov.uk), or other government websites.

This policy was adopted by	Horsted Keynes Preschool
On	1 <sup>st</sup> October 2017
Reviewed 1 <sup>st</sup> Oct 2018	 
Reviewed 1 <sup>st</sup> Oct 2019	
Reviewed 1 <sup>st</sup> Oct 2020	
Reviewed 1 <sup>st</sup> Oct 2021	
Reviewed 1 <sup>st</sup> Oct 2022	
Signed on behalf of the provider	
Name of signatory & Role of signatory	Clare Humphreys Manager
Countersigned by Chair of committee	
Name of Counter signatory	Claire Speakman