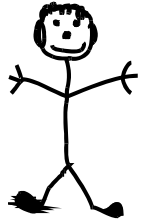




FIRST STEP PLAYGROUP



Policies and Procedures

5. Documentation

Record keeping

5.2 Provider records

Policy Statement

At First Step Playgroup we keep records 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.

Our records are regarded as confidential on the basis of sensitivity of information, such as with regard to employment records and these are maintained with regard to the framework of the Data Protection Act and the Human Rights Act.

This policy and procedure is taken in conjunction with the Confidentiality and Client Access to Records policy and Information Sharing policy.

This policy was adopted at a meeting of

First Step Playgroup, Somersham

Held on

16th September 2016

Date to be reviewed

September 2017

Signed on behalf of the management

Name of signatory

Angie Kelly

Role of signatory (e.g. chair/owner)

Playgroup Director

5.2 Provider records