



## Record Keeping

### Policy Statement

We keep records for the purpose of maintaining our business. These include:

- Records pertaining to our registration.
- Records pertaining to our insurance and compliance.
- Landlord/lease documents and other contractual documentation pertaining to premises, amenities, services and goods.
- Financial records pertaining to income and expenditure.
- Risk assessments.
- Employment records of staff.
- Training and performance management of staff.

### Procedures

#### Committee:

- All records are the responsibility of the officers of the management committee who ensure they are kept securely. Minutes of all Committee meetings are taken, and copies are held in the Chairperson's and Secretary's files. Correspondence (both general and parents) will also be retained in the Chairperson's and Secretary's files.
- All records are kept in an orderly way in files and filing is kept up-to-date.

#### AGM:

- This is held annually, and minutes of the meeting kept in the Chairperson's and Secretary's files. At this meeting the annual accounts are presented, plus a report from the Chairperson, staff and Treasurer. It is at this meeting that a new Committee is elected.

#### Finances:

- All incomings and outgoings are recorded; all bills and receipts are kept in a folder in the Treasurer's custody. Receipts are issued for all fees paid to the Pre-School. There are three recorded Bank Account Signatories (members of the Committee). Interest is added to the account once a year. All financial records are maintained in accordance with statutory recommendations.
- The accounts/books/records etc are independently assessed at each year end (31<sup>st</sup> August) and a final computerised summary sheet produced for the Pre-School.

### **Insurance and Group Documents:**

- Our Ofsted registration certificate is displayed in the setting.
- Our Public Liability insurance certificate is displayed in the setting.
- Our Constitution and Safety Certificate is displayed in the setting.
- A copy of all the policies and the current Ofsted Report can be seen (upon request) at the Pre-School or a copy is held with the Chairperson/Secretary. All Policies are also available on our website ([www.tiddlywinks-stretham.co.uk](http://www.tiddlywinks-stretham.co.uk)).

### **Early Years Alliance:**

All contact numbers for the local area and head office, along with our Early Years Alliance (EYA) membership number are held.

- The OFSTED number is held at the Pre-School and can also be found in the Welcome Pack.

### **Children:**

- Our waiting list, completed registration forms, and all personal details, including parents contact numbers, are held at the Pre-School and remain confidential. The Chairperson also has a list of children attending the Pre-School in his/her file.
- The register is taken each morning as children arrive in line with safety precautions and is kept at the Pre-School. (During fire drill rehearsal the register will be taken again).
- Accident forms are held and record any accident that occurs on the premises. The form is signed by a member of staff and the parent/carer, where the parent is not the signatory a copy will be sent home for the parents' record. Accidents that occur outside Pre-School hours should be reported to a member of staff on arrival at Pre-School, a form is then completed by the parent to describe the accident which is then signed by the member of staff. Accident forms are checked half-termly by Staff.

### **Staff:**

- All personal information/wages etc are recorded. Finance matters are kept in the Treasurer's custody and other confidential records of employment held in the Chairperson's file.
- Minutes of staff meetings are kept regularly. Staff qualification certificates can be seen on request.

## Adoption and annual review of the policy

<b>This policy was adopted at a meeting of</b>	Tiddlywinks Pre-School Committee
<b>held on</b>	22nd April 2024
<b>Signed on behalf of the management committee</b>	
<b>Name of signatory</b>	Hilary Allen
<b>Role of signatory</b>	Chair