



General Welfare Requirement:

Providers must maintain records, policies and procedures required for the safe and efficient management of the settings and to meet the needs of the children.

Documentation

Record keeping

Provider records

Policy

Cherry Blossom Nursery and Preschool keeps records in order to maintain our business.

These are:

- Records relating to our registration.
- Landlord/lease documents and other contractual documentation relating to the services we use, the goods we buy etc
 - Risk assessments.
- Financial records relating to our income and expenditure.
 - Employment records of our staff.
- Our records are confidential and are in-line with regard to the framework of The Data Protection Act and The Human Rights Act.

Procedures

- Records are the responsibility of the management who make sure they are kept securely.
 - All records are up-to-date and filed in order.
- Financial records are maintained and advice sought from our accountant if necessary.
- Health and Safety records are kept and maintained – risk assessments, information re; checks, inspections and guidance.
- Our Ofsted registration and public liability insurance are displayed in reception.
 - Our employment and staff records are filed/confidential and secure.

Dated: 09/10/2025

Karen Elliott

Hayley Donoghue