



## Record keeping

### 5.3 Business information: policy and procedures

#### Policy

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

- Records pertaining to our Ofsted registration.
- Lease documents and other contractual documentation pertaining to amenities, services and goods.
- Financial records pertaining to income and expenditure.
- Risk assessments.
- Employment records.

All such records are confidential and are maintained in line with the rules set out by the Data Protection Act GDPR.

#### Procedures

- All records are the responsibility of the Directors, who ensures they are kept securely.
- All records are kept in an orderly way 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 and food hygiene records.
- Our Ofsted registration certificate is displayed on the parent noticeboard in the corridor.
- Our Public Liability Insurance certificate is displayed on the parent noticeboard in the corridor.
- All our employment and staff records are kept securely and confidentially.

**This policy was updated and reviewed in:**

Reviewed date	Name	Signature
September 2015	Stuart Watt	
May 2016	Stuart Watt	
August 2016	Stuart Watt	
September 2016	Stuart Watt	
April 2017	Stuart Watt	
April 2018	Lindy Baldwin	



August 2018	Lindy Baldwin	
April 2019	Lindy Baldwin	
May 2019	Stuart Watt	
January 2020	Stuart Watt	
January 2021	Stuart Watt	
January 2022	Stuart Watt	
March 2023	Stuart Watt	