

- 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 our premises;
- change to our premises which may affect the space available to us or the quality of childcare we provide;
- change to the name and address of our registered provider, or the provider’s contact information;
- change to the person managing our provision;
- significant event which is likely to affect our suitability to look after children; or
- other event as detailed in the *Statutory Framework for the Early Years Foundation Stage* (DfE 2012).

Legal framework

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

This policy was adopted at a meeting of	Rainbow Pre-School
Held on	<hr/> 14/05/2018
Date to be reviewed	<hr/> 2019/2020
Signed on behalf of the management committee	<hr/>
Name of signatories	<hr/> Lisa Brown & Lucy Willoughby
Role of signatories (e.g. chair/owner)	<hr/> Co-chairs
	<hr/>

Other useful Pre-school Learning Alliance publications

- Accident Record (2013)
- Accounts Record (2005)
- Safeguarding Children (Ed 2013)
- Recruiting and Managing Employees (2011)

- Financial Management (2010)
- Medication Administration Record (2013)
- Daily Register and Outings Record (2012)
- Managing Risk (2009)
- Complaints Investigation Record (2015)