

X: Information and record keeping - Information about the provider – Group and school-based providers

What do I need to know?

- Legal Framework
 - [Data Protection Act 2018](#)
 - [Freedom of Information Act 2000](#)
- [EYFS statutory framework for group and school based providers \(publishing.service.gov.uk\)](#) page 41, paragraph 3.86

NB The Nominated Person is responsible for ensuring that all information about the setting is up to date and is the contact person for Ofsted. This means that Ofsted may not communicate with anyone else.

Information and record keeping – Information about the provider (page 61 of audit)	Things to consider and discuss:
<p>Do you ensure you hold the following documentation:</p> <ul style="list-style-type: none"> • name, home address and telephone number of the provider and any other person living or employed on the premises? • name, home address and telephone number of anyone else who will regularly be in unsupervised contact with the children attending the early years provision? • a daily record of the names of the children being cared for on the premises, their hours of attendance and the names of each child’s key person? • your certificate of registration (which must be displayed at the setting and shown to parents and, or carers on request)? 	<ul style="list-style-type: none"> • Who is the ‘Provider’? • How and what information do you record regarding the provider and any other person living or employed on the premises? How and where is this information stored securely? • Do Ofsted have up to date contact information for your setting, e.g. email address? • How and what information do you record of anyone else who will regularly be in unsupervised contact with children? How and where is this information stored securely? • What systems are in place for staff to notify the setting of any changes to personal details? • How and what information do you record regarding the children being cared for on the premises, including their hours of arrival and departure? How and where is this information stored securely? • Are absences of Local Authority funded children or children in care monitored and reported to the LA? Who would you inform? • Do all EYFS children have a key worker and is this clearly visible on the daily record? • Which certificates and, or qualifications do you legally have to display?

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| | <ul style="list-style-type: none">• Where do you display your certificate of registration and insurance certificate, so it is available for parents and, or carers to see?• Where do you display your staff paediatric first aid (PFA) certificates or a list of staff who have a current PFA certificate so parents and, or carers can see?• Where do you display food hygiene certificates so parents and, or carers can see them?• Do you ensure that information is stored securely in line with Data Protection Act 2018 and General Data Protection Regulations GDPR? How long do you retain it for? How will you dispose of it safely?• Are you registered with the Information Commissioner's Office? |
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Useful links and further help:

[Disclosure & barring Service](#)

[Information Commissioners Office \(ICO\)](#)

[Early years qualification checker](#)

[Childminders and childcare providers register with Ofsted guidance](#)

[Data Protection Act information](#)

[Information Commissioners office](#)

For advice and support regarding Data Protection and GSPR contact: GDPRfor.EarlyYears@derbyshire.gov.uk

[Derbyshire SchoolsNet - Early Years Quality Team](#)

[Derbyshire Early Years Service - Eventbrite](#)

Email: CS.EYS@derbyshire.gov.uk