

- to the person managing the provision;
- any significant event which is likely to affect our suitability to look after children; or
- any other event as detailed in the *Statutory Framework for the Early Years Foundation Stage* (DfE 2012).

Legal framework

- Data Protection Act (1998)
- Human Rights Act (1998)

Other useful Pre-school Learning Alliance publications

- Accident Record (2010)
- Accounts Record (2005)
- Safeguarding Children (2010)
- Recruiting and Managing Employees (2010)
- Financial Management (2010)
- Medication Record (2010)
- Daily Register and Outings Record (2012)
- Managing Risk (2009)
- Complaints Investigation Record (2012)

This policy was adopted at a meeting of _____ *name of provider*

Held on _____ *date*

Date to be reviewed _____ *date*

Signed on behalf of the provider _____

Name of signatory _____

Role of signatory (e.g. chair, director or owner) _____