

Documentation and Information

The Club recognises the importance of maintaining up to date and accurate records, policies and procedures necessary to operate safely, efficiently and in accordance with the law.

The Club is also aware of its obligations with regard to the storing and sharing of information under the Data Protection Act 1998, and is committed to complying with its regulations and guidance. The Governors, Club Co-ordinator and staff are aware of the implications of the Data Protection Act 1998 in so far as it affects their roles and responsibilities within the Club.

The Club is committed to a policy of openness with parents/carers with regard to its policies and procedures and the information that the Club holds on their child. Records and information will be made available to parents/carers on written request unless subject to an exemption. If for any reason a request is going to be refused, then this decision, and an explanation, will be communicated in writing.

Information and records held on children will be kept in a locked file, access to which will be restricted to the Club Co-ordinator and members of staff where necessary. Systems are in place to safeguard confidential information kept on computer.

The Co-ordinator has overall responsibility for the maintenance and updating of children's records and ensuring that they are accurate. Registration and medical forms will be renewed when information changes and generally on an annual basis.

The club will keep records about the children. These include

- Medical forms
- Accident and Incident log
- Medicine forms
- Registration forms
- Allergy Management plan
- Care Plans
- Any other information relating to the child deemed by staff or parents/carers to be relevant and significant
- Permission to go home alone where appropriate according to arrivals and departure policy
- Log of concern – where appropriate
- Permission for the use of photographs
- Permissions for trips and some activities

Additionally, and in accordance with our policies and procedures, the following records and information will be stored and maintained by the Club:

Staff

- Evidence of Criminal Records Bureau check i.e. disclosure number.
- An up to date record of all the staff, students and volunteers who work at the Club, including:
 - Application forms and references (held by SBM in Office)
 - Copies of certificates of relevant training and qualifications
 - Emergency contact numbers
 - Up to date name; address; telephone number
 - Employment details (held by SBM in Office)
 - Any other information (such as Personal Development Plans) during their time spent working at the Club.

Documents and Records

- A comprehensive set of policies and procedures as required by the Statutory Framework for the Early Years Foundation Stage and/or Childcare Register (Compulsory or Voluntary) that are reviewed when appropriate
- A Self Evaluation Form completed and contributed to by all staff
- A record of any other individuals who reside at, or regularly visit/spend time at the Club, including their contact details
- Visitors book
- The daily attendance registers
- An up to date waiting list with details of all children waiting for a place at the Club
- Records of the play and activities planned and implemented by the Club, including any off-site visits and outings
- Records of any medication being held by staff on behalf of children, along with the signed Medication Form
- Records of signed Emergency Medical Treatment Forms, giving parental authorisation for staff to consent to emergency treatment for children (in accordance with the Health, Illness and Emergency policy)
- Provider Complaints Log completed by the manager and details of any complaints made
- An Inventory Record of all equipment owned or used by the Club, including safety checks and repairs carried out
- Registration Certificate
- Insurance certificate and information
- Accident and Incident Record Sheets
- Fire Drill Log
- Risk assessments and daily Health and Safety checks.
- Records of children need to be kept for 22 years (*until child reaches 25 years of age*). These will be stored in the archives at school on a separate box file system.

Notification of Changes to Ofsted

The Club recognises its responsibilities in keeping children, parents/carers, staff and Ofsted informed of any changes to the running or management of the Club that will directly affect them.

Wherever possible, if changes are to be made affected parties will be given as much warning as possible. In the case of proposed changes that are of considerable scope or importance, the Club will facilitate consultation with the affected groups or individuals.

In the following cases, it is mandatory for the Club to inform Ofsted at the earliest possible opportunity:

- Any change in Management or appointed person and people living on the premises
- Any significant change to the premises
- Any allegation of abuse by a member of staff or volunteer or any abuse, which is alleged to have taken place on the premises
- Change of name or address
- Change in the hours the club operates
- Any other significant events.

Emergency Contact Details

The Club will keep an up to date copy of the Emergency Contact Details of the children and staff OFF SITE so that they can be accessed in the case of emergency. Details should be kept secure. A copy of these will be kept secure in the school office and updated as necessary.

This policy was adopted at a meeting of Burrowmoor Out of School Club
Held on (date) _____
Signed on behalf of the Management Committee/Proprietor _____
Role of signatory (e.g. chairperson etc.) _____
This policy was reviewed on _____ (date)
continue as necessary _____ (date)