

St. Bernard's Extra

"Before & After" School Club

Victoria Park Avenue, Lea, Preston. PR2 1RP



Tel 01772 728153

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Ofsted 119449

ACCESS TO INFORMATION POLICY

St. Bernard's Extra Ltd holds written information & records relating to its members. This information is used to assist the Clubs in the management of personal records & is treated as confidential by those members of staff who have a legitimate right to use it. Access to records is sought through permission of the supervisors & is shared with the school, held in the office.

The type of information required by the club & kept by them includes:

Name, date of birth, address & telephone numbers of contacts

Name of parents / carers

Records of 2 emergency contact names & telephone numbers

The name & address of the child's doctor & details of any special medical conditions or dietary needs which need to be known to the club

Permission is also sought to seek urgent medical (999) treatment for the child during club hours

Confirmation that a child can / cannot have photographs taken during club hours

This information is contained in the club's data form which all parents / carers must complete when registering the child. In order that records are kept up to date & accurate, parents are requested to ensure that any change in their child's personal details are known to the club as soon as they occur.