



The Alphabet Before, After & Holiday Club

Registered Charity: 1089318

Documentation and Information Policy 9

The Alphabet 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 Alphabet 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 Coordinator 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 Alphabet 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.

Record Keeping

Ordinarily, information kept on a child will include:

- Birth name (along with any other name the child is known by).
- Date of birth.
- Gender.
- School attended.
- Ethnic background.
- Religion.
- Languages spoken.
- Home address and telephone number(s).
- Parents or carers name.
- Parents or carers place of work and contact number(s).

- Parents or carers e-mail address
- Any other emergency contact names and numbers.
- Family doctor's name, address and telephone number.
- Details of any special health issues (including a special educational needs or physical disability statement).
- Details of any special dietary requirements, allergies and food and drink preferences.
- Appropriate records of children's progress and achievements.
- Names of people authorised by parents/carers to collect children, along with recent photographs.
- Any other information relating to the child deemed by staff or parents/carers to be relevant and significant.

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

- An up to date record of all the staff, students and volunteers who work at the Alphabet Club, including their name; address; telephone number; Criminal Records Bureau check; references; employment details and any other information (such as their Personal Development Plan) accrued during their time spent working at the Club.
- A record of any other individuals e.g. Trustees, or regularly visit/spend time at the Alphabet Club, including their contact details.
- The daily attendance registers, as set out in the Arrivals and Departures policy.
- An up to date waiting list with details of all children waiting for a place at the Alphabet Club, as set out in the Documentation and Information policy.
- Records of the activities planned and implemented by the Alphabet Club, including any off-site visits and outings.
- Records of any medication being held by staff on behalf of children, along with the signed Administration of Medication Form, in the Medication Record Book (in accordance with the Health, Illness and Emergency policy).
- 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).
- An Inventory Record of all equipment owned or used by the Alphabet Club, including safety checks and repairs carried out, (in accordance with the Equipment policy).
- A fully completed and up to date Accident Record Book and Incident Record Book.

- Additionally, a regularly updated version of the admissions list will be kept off the premises, but close by, in case of an emergency, such as a fire.

Information and records held on children will be kept in a locked file, access to which will be restricted to the Alphabet Manager and one other designated member of staff.

The Manager has overall responsibility for the maintenance and updating of children's records, policies and ensuring that they are accurate.

All required records relating to individual children are maintained and retained for one year after children last attended the Alphabet Club. This rule will be disregarded where regulations and guidance from Ofsted or other statutory agencies overrides it.

Notification of Changes

The Alphabet 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 Alphabet Club will facilitate consultation with the affected groups or individuals.

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

- Any change in members of staff and/or people living on the premises.
- Any significant change to the premises.
- Any significant change to the operational plan of the Alphabet Club.
- Any allegation of abuse by a member of staff or volunteer or any abuse which is alleged to have taken place on the premises.
- Any other significant events.

Confidentiality

The Manager, staff, volunteers and any other individual associated with the running or management of the Alphabet Club will respect confidentiality by:

- Not discussing confidential matters about children with other parents/carers.
- Not discussing confidential matters about parents/carers with children or other parents/carers.
- Not discussing confidential information about other staff members.
- Only passing sensitive information, in written or oral form, to relevant people.

In circumstances where staff have good reason to believe that a child is at risk, or is likely to be at risk, of child abuse or neglect, the Child Protection policy will override confidentiality on a 'need to know' basis.

Staff failing to show due regard for confidentiality will be liable to disciplinary action under the provisions of the Staff Disciplinary Procedures policy.

This policy was adopted on

Signed on behalf of the Club

Signed on behalf of the Trustees

Date of Review

