



## Culham After School Club

### **Policies and Procedures**

#### **Documentation and Information**

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**Culham After School 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 Playleader 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.

#### **Record Keeping**

Ordinarily, information kept on a child will include:

- Child's full name (along with any other name the child is known by).
- Date of birth.
- Nationality.
- Religion.
- Main language used.
- Home address and telephone number(s).
- Parents' or carers' names and relationship to child.
- Parents' or carers' place of work and contact number(s).
- Any other emergency contact names and numbers.
- Family doctor's name, address and telephone number.



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- Health visitor's name, address and telephone number (if applicable) and/or other professionals involved with child.
- Details of any special health issues and additional needs.
- Details of any cultural or religious observances
- Details of any special dietary requirements, allergies and food and drink preferences.
- Names of people authorised by parents/carers to collect children.
- 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 Club, including their name; home address; telephone number; Disclosure and Barring Checks numbers ; references; employment details and any other information (such as their Personal Development Plan) accrued during their time spent working at the Club..
- The name, home address and telephone number of any other individuals who reside at, or regularly visit/spend time at the Club.
- The name, home address and telephone number of the registered person (i.e. Owner)
- 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 Club, as set out in the Admissions and Fees Policy.
- Records of the 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 Administration of Medication Form, in the Medication Record Book (in accordance with the Health, Illness and Emergency Policy).
- Signed Child Information & 'Permissions' Forms, giving parental authorisation for staff to seek emergency medical advice or treatment for children, application of



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sunscreen and transport arrangements (in accordance with the Health, Illness and Emergency Policy).

- An Inventory Record of all equipment owned or used by the Club, including safety checks and repairs carried out, (in accordance with the Equipment and Resources Policy). A copy of the inventory will also be kept off the premises.
- 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.
- A Complaints Log, which includes written record of any complaints received by the Club, as well as any action taken and the outcome of any investigation.
- Information and records held on children will be kept in a locked file, access to which will be restricted to the Playleader and one other designated member of staff.

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

Certain records will be retained for a period of three years:

- The daily record of the names of the children being looked after at the Club, their hours of attendance and the names of the persons looking after them.
- Accident Records
- Medication Records

Records of any complaints received by the Club are retained for a period of 10 years from the date on which the record was made.

All required records relating to individual children are maintained and retained for three years after children last attended the Club, and until after the next inspection. This rule will be disregarded where regulations and guidance from Ofsted or other statutory agencies override it. All other records are retained in line with current guidance/legislation.



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#### **Notification of Changes**

The Club recognises its responsibilities in keeping children, parents/carers, staff and Ofsted informed in writing 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 significant change to the premises.
- A serious illness or accident to staff or the Owner
- The serious illness of a cared for child or a serious accident whilst at the Club.
- The death of a child or member of staff
- Police or social services involvement with the Owner or anyone who lives or is employed on the premises
- Any significant change to the operational plan of the 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, e.g. anything that adversely affects the smooth running of the Club

Reviewed August 2016