



Essex After School Clubs

# **Documentation and Information Policy**

## ***Documentation and Information***

**Essex After School Clubs 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 Manager 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.

*(EYFS Requirement: Providers must be aware of their responsibilities under the Data Protection Act.)*

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.

*(EYFS Requirement: 3.68-Providers must maintain records and obtain and share information with parents and carers, other professionals working with the child to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.)* 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:

*(EYFS Requirement: 3.72-Providers must record the following information for each child in their care: full name; date of birth; name and address of every parent and/or carer who is known to the provider, and information about any other person who has parental responsibility for the child; which parent(s) and/or carer(s) emergency contact details for parents and/or carers.)*

- 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 and who has parental responsibility and who the child lives with.
- 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.
- 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.
- 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:

*(EYFS Requirement: 3.76-Providers must hold the following documentation: name, home address and telephone number of the provider and any other person living or employed on the premises.)*

- An up to date record of all the staff, students and volunteers who work at the Club, including their name; address; telephone number; Disclosure and Barring Service check references; employment details and any other information accrued during their time spent working at the Club.
- A record of any other individuals who reside at, or regularly visit/spend time at the 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 Club, as set out in the Documentation and Information 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).

- 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).
- A fully completed and up to date record of accident and incidents.

The Manager has overall responsibility for the maintenance and updating of children's records 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 Club. This rule will be disregarded where regulations and guidance from Ofsted or other statutory agencies overrides it. *(EYFS Requirement: 3.71-Records relating to individual children must be retained for a reasonable period of time after they have left the provision.)*

### **Notification of Changes**

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: *(EYFS Requirement: 3.77-All registered early years providers must notify Ofsted of: any change in the address of the premises; in the name and address of the provider, or the provider's other contact information; to the person who is managing the early years provision.)*

- Any change in Manager
- 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.
- Any other significant events.