



## DOCUMENTATION AND INFORMATION POLICY

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

### 1. Data and Child Protection:

- a. The personal information requested on our registration and booking forms is required to allow our employees to provide out of school care. This information will not be divulged to persons unconnected with the Club without your express permission. It is the parent/guardians responsibility to update CK with any changes in personal information including home address, emergency contact numbers and medical information. All personal data that you provide will be held and processed in accordance with the requirements of the 1998 Data Protection Act.

### 2. Liability:

- a. Creative Kidz holds Public liability insurance with Morton Michel.
- b. We sometimes take the children off site, for example to the local park, it is automatically assumed that they are allowed to participate in off-site activities, though we do ask for consent, CK does not accept any liability for personal injury or the death of any participant unless caused by the proven negligence of Creative Kidz or its employees. Creative Kidz does not accept any liability for the loss or damage of any property belonging to participants. Creative Kidz accepts no responsibility for losses or additional expenses in the event of cancellation or change due to strikes, school closure, disasters, war or the threat of war, acts of terrorism, weather, sickness or any event outside the control of the company.
- c. The Club is 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 role and responsibilities within the Club.
- d. 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 explanation, will be communicated in writing.

### 3. Record Keeping:

Ordinarily, information kept on a child will include:

- a. Birth name
- b. Date of birth.
- c. Gender
- d. School attended.
- e. Ethnic background.
- f. Religion.
- g. Languages spoken.
- h. Home address and telephone number(s).
- i. Parents/carers name.
- j. Parents/carers place of work and contact numbers.
- k. Any other emergency contact names and numbers.
- l. Family doctors name, address and telephone number.
- m. Details of any special health issues (including a special educational needs or physical disability statement).
- n. Details of any dietary requirements, allergies and food and drink preferences.
- o. Record of immunisations.

- p. Appropriate record of child's progress and achievements.
- q. Names of people authorised by parents/carers to collect children.
- r. Any other information relating to the child deemed by staff or parents/carers to be relevant or significant.

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

- s. An up-to-date record for all the staff, students and volunteers who work at the Club, including their name; address; telephone number; Criminal Records Bureau Disclosure number and issue date; references; employment details and any other information (such as their Personal Development Plan) accrued during their time spent working at the Club.
- t. A record of any other individuals who reside at, or regularly visit/spend time at the Club, including their contact details.
- u. The daily attendance registers, as set out in the Arrivals and Departures policy.
- v. 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.
- w. Records of the activities planned and implemented by the Club, including any off-site visits and outings.
- x. Records of any medication being held by staff on behalf of children, along with the signed Medication consent form, and the Medication Record book (in accordance with the Health, sickness and medication policy).
- y. Records of signed Emergency Medical Treatment forms, giving parental authorisation for staff to consent to Emergency treatment for children (in accordance with the Health, Sickness and medication policy).
- z. An inventory record of all equipment owned or used by the Club, including safety checks and repairs carried out (in accordance with the Equipment policy).
- aa. A fully completed and up-to-date Accident Record book and Incident Record book.
- bb. Additionally a regularly updated version of the registered children will be kept off the premises, but close by, in case of an emergency, such as a fire.

This list is not exhaustive and is subject to change.

- cc. Information and records held on children be kept in a locked file, access to which will be restricted to the staff.
- dd. The Manager has overall responsibility for the maintenance and updating of children's records and ensuring that they are accurate.
- ee. All required records relating to individual children are maintained and retained for 3 years after children last attended. This rule will be disregarded where regulations and guidance from Ofsted or other statutory agencies overrides it.

#### **4. Notification of Changes:**

- a. The Club recognises its responsibilities in keeping children, parents/carers, staff and Ofsted of any changes to the running or Management of the Club that will directly affect them.
- b. 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.
- c. In the following cases, it is mandatory for the Club to inform Ofsted-0300 123 1231 at the earliest possible opportunity:
  - Any change to 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 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.

## **5. Confidentiality:**

- a. During employment with the Creative Kidz a member of staff will hear and learn things of a confidential nature regarding the company, their work colleagues, parents/carers and the children who attend the club.
- b. All staff must observe a strict confidentiality code of practice and must not divulge any information about any staff member, child, parent/carer to a third party, both during or after termination of their employment with Creative Kidz. Without sole authorisation of the Manager (Kelly Keeling).
- c. The Manager, staff, volunteers and any other individual associated with the running or management of the Club will respect confidentiality by:
  - Not discussing confidential matters with other parents/carers.
  - Not discussing confidential information about other staff members.
  - Only passing sensitive information, in written or oral form to relevant people.
  - Matters of confidentiality should not be discussed with peers, friends, family or parents.
- d. 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.
- e. Confidentiality may be breached only if a member of staff feels the need to refer a complaint to Children’s services., OFSTED Tel-0300 123 1231, or the police and only if the complaint concerns a serious unease about some form of abuse or any other criminal activity
- f. Staff failing to show due regard for confidentiality will be liable to disciplinary action under the provisions of the Staff Disciplinary Procedures policy.
- g. On acceptance of employment with the company all staff must sign a staff confidentiality form that has been written to adhere with the spirit of this document.

9<sup>th</sup> June 2009

Amended 23/3/11