

WOOLENWICK BLAST CLUB **DOCUMENTATION AND INFORMATION**

The club updates and maintains records and reviews policies and procedures necessary to operate safely and efficiently.

The Club complies with the regulations and guidance of the Data Protection Act 1998 with regard to the storing of information.

The Club is committed to a policy of openness with parent/carers. Records and information on their child will be made available to parent/carers on written request unless subject to an exemption. If for any reason a request is refused, an explanation will be communicated in writing.

Record keeping

Information kept on each child is stored in a locked cabinet which includes:

- Surname and first names;
- Date of birth;
- Gender;
- School attended;
- Ethnic/Religious/Language background;
- Home address and telephone number;
- Parent and carers name;
- Parent and carers additional contact numbers, e-mail;
- Any other emergency contact names and numbers;
- Doctor's name, address and telephone number;
- Health visitor's name, address and telephone number (if applicable);
- Any special health issues (including SEN or physical disability statement);
- Any special dietary requirements, allergies and food/drink preferences;
- Record of immunisation;
- Name of people authorised by parent/carers to collect children;
- Any other information relating to the child deemed by the staff or parent/carers to be relevant and significant.
- Permission for photo's to be taken;
- Permission for suncream to be applied;

Parents are requested to sign our Admissions form to confirm that the information given is correct, keeping staff informed of any changes.

Additionally, the following information will be stored and maintained by the club:

- Staff, students and volunteers name, address, telephone number, emergency contact name and number;
- DBS check, Personal Development Plan, staff appraisals and any other information accrued;
- Daily attendance registers;
- Visitors book;
- Risk Assessments;
- Administering Medication form;
- Signed contract detailing terms and conditions of the club;
- Premises checks;
- Accident and Incident book;
- Minutes of senior/team meetings;
- Any complaints;
- Additionally, a copy of admissions forms will be kept off site in case of an emergency such as a fire.

Individual children's records are kept for three years after child last attended the club.

Notification of change

The club recognises its responsibilities in keeping children, parents/carers, staff and Ofsted informed of any changes to the running of the club that will affect them. As much warning as possible will be given.

It is mandatory for the club to inform Ofsted at the earliest opportunity of:

- Change of Manager of the Club;
- Changes to premises;
- Significant change to the operational plan of the club;
- Allegation of abuse by a member of staff;
- Major accident;
- Food poisoning;
- Child Protection issues;
- Missing children;
- Criminal offence committed after time of registration.

Signed by:.....
CLUB MANAGER