

D.P.S.

Out of School Club

**Management of Records
Policy**

MANAGEMENT OF RECORDS POLICY

Principle

Records are retained for the purpose of maintaining the facility and enabling the delivery of care and services that meet individual needs of children and their families.

Policy Statement of Intent

We recognise that information has most value when it is accurate, up to date and accessible when needed. All records are managed in accordance with legislative requirements.

Procedures

Retention and safe storage and destruction of records

Article 126 of the Childrens (NI) order 1995 relates to the requirement to keep a record of the name and address of:

- 1) Any child looked after on a registered premises
- 2) Any person who assist in looking after any such child

Our recording practice complies with the principles stated in the Data Protection Act 1998, as well as the new General Data Protection Regulation (GDPR) which will supersede the Act from May 25th 2018. (See Data Protection Policy)

- Only relevant personal data will be obtained.
- Records will be stored securely avoiding unauthorised access, accidental loss or destruction.
- Records will be kept for the recommended time and destroyed appropriately thereafter. (See Appendix 1)

Record Keeping- for maintaining the running of the after schools

- Registration certificate, public liability insurance is kept, displayed and copies available if required.
- Annual risk assessment is documented and reviewed continuously.
- A risk assessment checklist is completed daily.
- Fire log, accident / incident report forms are stored securely in the office.
- Management meetings and staff meetings are recorded.
- Complaints / comments will be retained.


Links with other policies:

Health and Safety Policy
Security of the Setting Policy
First Aid Policy
Collection Policy
Child Protection Policy
Covid-19 Policy
Infection, Prevention and Control

Monitoring

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was adopted by DPS Out of School Club management team.

Signed: 
(on behalf of the management team)

Position:

Date:

Reviewed on:

Date: 12/2020 Signed: 

Date: Signed:

Date: Signed: