

## **DOCUMENTATION AND INFORMATION**

The Club recognises the importance of maintaining up to date and accurate records, policies and procedures necessary to operate safely, efficiently and in accordance with recognised best practice, Ofsted and EYFS standards.

Our club uses a computer to help us run the club and no information is kept on the computer unless absolutely necessary. To help safeguard this information no downloads are allowed on to any computer used by the club. All software, CD Rom's, memory sticks etc. must be virus checked before being used.

**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 these 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.**

### **Amended May 2018 inline with GDPR**

We are 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.

### **POLICIES AND PROCEDURES:**

All staff, volunteers, management committee or any other individual associated with the running of the club will be referred to as "staff" and will abide by the club's policies and procedures.

All Roundabout's policies and procedures will be reviewed annually and after an incident occurs. They must meet all Ofsted requirements, EYFS standards and be in line with best practise.

After an incident the Manager and Management Committee will check that the policy or procedure worked effectively or if improvements are required.

## **YEARLY REVIEW AND ALTERATIONS TO A POLICY/PROCEDURE:**

The Manager will review each policy/procedure and will consult with the management committee before finalising.

A final copy will be given to each member of staff and another copy will be made available for the Parents/carers.

The final copy will be presented at the next management committee and be passed as our policies. This will be recorded on the minutes of the meeting.

## **REGISTRATION FORMS:**

### **NO CHILD WILL BE ALLOWED AT THE CLUB WITHOUT A CURRENT REGISTRATION FORM -**

Information on this form includes:

- Birth name (along with any other name the child is known by).
- Date of birth.
- Gender.
- Ethnic background.
- Religion.
- Languages spoken.
- Home address and telephone number(s).
- Parents or carers name.
- 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.
- Parental authorisation, to enable the club to seek medical treatment for their child.
- 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.
- Any other information relating to the child, to enable the child to have an enjoyable time at the club.

## **UPDATES OF CHILDREN'S INFORMATION:**

Every September, parent/carers will be asked to check the information on their child's Registration Form. After they have checked it, they will sign to say all information is correct at that time. We also ask that they keep us informed of any changes during the year. This will enable us to keep up to date information regarding -

- Telephone numbers
- Addresses
- Child's health
- Changes in requirements
- Other details the staff may require to support the child.

## **EMERGENCY LIST**

The Manager / Deputy Manager will compile a list of all contact numbers and dietary requirements with information taken from the Registration forms. This is a quick reference for staff.

The folder containing this information will be kept in a file box which will be on the Manager's table or placed in a lockable cupboard when the club is closed. A list of dietary requirements is also displayed inside our lockable cupboard within the kitchen area.

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

- Observations on each child and an "All about me" booklet completed by the younger children.
- An up to date record of all the staff, students and volunteers who work at the Club, including their name; address; telephone number; Criminal Records Bureau number; employment details and any other information (such as their Personal Development Plan) accrued during their time spent working at the Club.
- 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.
- Records of the activities planned and implemented by the Club, including visits and outings.
- Records of any medication being held by staff on behalf of children, along with the signed Administration of Medication Form.
- Records of signed Emergency Medical Treatment, giving parental authorisation for staff to consent to emergency treatment for children. (See Registration Forms)
- An Inventory Record of all equipment owned or used by the Club, including safety checks and repairs carried out.
- An Incident Record Book for incidents relating to children and a separate book for the staff. Whenever a First-aider is called to check a child, they will complete a First-aid sheet. These will be stored in date order in a designated folder.
- 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.

Information and records held on children will be kept in alphabetical order and in a locked cupboard, access to which will be restricted to the staff of Roundabout and the Management Committee.

The Manager/ Deputy have overall responsibility for the maintenance and updating of children's records and ensuring that they are accurate.

All required records relating to individual children and their parents/carers are maintained and retained for five years after the child last attended the Club. This rule will be disregarded where regulations and guidance from Ofsted or other statutory agencies overrides it.

## **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.

- Any change in members of staff and Management Committee within two weeks
- Before any significant change to the premises.
- Before any significant change to the operational plan of the Club.
- Allegations of abuse by a member of staff or volunteer or any abuse which is alleged to have taken place on the premises, within 24 hours.
- Any other significant events.

## **GROUND RULES:**

The club rules will be reviewed, at least every year, with the co-operation of the children, parents/carers and staff.

This will help the children's feeling of ownership for the club. They will feel respected, valued and improve their self-esteem.

Such involvement enables the rules to be re-enforced when necessary, and helps new children to the club, contribute and learn the rules.

## **THE CLUB RULES ARE ALWAYS DISPLAYED WITHIN ROUNABOUT**