



Documentation & Information

The maintenance of accurate and up-to-date records, policies and procedures is a chief concern and priority of PopSOC. In this way, PopSOC is able to operate safely, efficiently and within the remit of the law to provide excellent customer care.

PopSOC upholds its obligations with regard to the storing and sharing of information under the Data Protection Act 1998. The Management Committee, Manager and Playworkers are fully aware of the implications of the Data Protection Act 1998 regarding their roles and responsibilities within the club.

PopSOC is committed to openness with parent/carers regarding its Policies and Procedures and the information that the club holds on their child. Records and information will be made available to parent/carers on written request unless subject to an exemption. If, for any reason, a request is to be denied, then this decision, with an explanation, will be communicated in writing.

Record-Keeping

PopSOC will keep a record of each individual child which includes:-

- ∨ Birth name, along with any other names the child is known by
- ∨ Date of birth
- ∨ Gender
- ∨ School attended
- ∨ Languages spoken
- ∨ Home address and telephone number(s)
- ∨ Parent/carer's name(s)
- ∨ Parent/carer's place of work and contact number(s)
- ∨ Any other emergency contact names and numbers
- ∨ Details of any special health issues
- ∨ Details of any special dietary requirements, including any allergies or intolerances
- ∨ Whether permission for administering First Aid is granted and to what degree
- ∨ Any other information relating to the child deemed by the parent/carer 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 PopSOC:-

- ∇ An up-to-date record of all staff, students and volunteers who work at PopSOC which includes their name, address, telephone number, Criminal Records Bureau check, references, employment details and any other information accrued during their time spent working at the club
- ∇ The daily attendance register
- ∇ An up-to-date waiting list with details of all children waiting for a place at PopSOC
- ∇ Risk assessments for on-site and off-site activities and safety checks
- ∇ Records of any medication being held by staff on behalf of children, along with the signed Administration Of Medicine form in the Medication Folder, in accordance with the Health, Illness & Emergency Policy
- ∇ A fully completed and up-to-date Accident Record Book and Incident Record Book.

Information and records held on children will be kept in a locked file which can only be accessed by the Manager, Deputy and Playworkers, as required.

The Manager has overall responsibility for the maintenance and updating of childrens' records and ensuring that they are accurate. However, it is also the parents' responsibility to inform the club of any changes to contact information.

All required records relating to individual children are maintained and retained for one year after children last attended PopSOC. This rule is disregarded where regulations and guidance from OFSTED or other statutory agencies dictates otherwise.

Notification Of Change

PopSOC recognises its responsibilities in keeping children, parent/carers, staff and OFSTED informed of any changes to the running or Management of PopSOC which 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, PopSOC 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:-

- ∇ Any change in 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.

Confidentiality

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 about children with other parent/carers.
- ∇ Not discussing confidential matters about parent/carers with children or other parent/carers.
- ∇ Not discussing confidential information about the staff members.
- ∇ Only passing sensitive information, in written or oral form, to relevant people.

All staff, students, volunteers and Committee members will be asked to sign a confidentiality agreement. Staff failing to show due regard for confidentiality will be liable to disciplinary action under the provisions of the Staff Disciplinary Procedures Policy.

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 Safeguarding Children Policy will over-ride confidentiality on a need-to-know basis.

Policy written January 2009

Policy agreed