

# MARDEN PLAY SCHEME

## 30: Documentation and Information

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

The Play Scheme is also aware of its obligations with regard to the storing and sharing of information under the General Data Protection Regulations 2018, and is committed to complying with its regulations and guidance. The manager and staff are aware of the implications of the General Data Protection Regulations 2018 in so far as it affects their roles and responsibilities within the Play Scheme.

The Play Scheme is committed to a policy of openness with parents/carers with regard to its policies and procedures and the information that the Play Scheme 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.

The Play Scheme's certificate of registration or any notice of suspension of registration will be displayed on the premises at all times.

### **(1) Record Keeping**

Ordinarily, information kept on a child will include:

- Birth name (along with any other name the child is known by).
- Date of birth
- Gender
- School attended
- Ethnic background\*
- Religion
- Languages spoken
- Home address and telephone number(s)
- Parents and carers names and addresses
- Parents or carers place of work and contact number(s)
- Name of parent the child normally lives with
- Who has legal contact
- Any other emergency contact names and numbers.
- Family doctor's name, address and telephone number

---

\* This data can be collected on a voluntary basis. The ethnicity of a child should only be recorded if parents have given ethnicity.

- Health visitor's name, address and telephone number (if applicable)
- 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
- Names of people authorised by parents/carers to collect children
- Any other information relating to the child deemed by staff or parents/carers 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 the Play Scheme:

- An up to date record of all the staff who work at the Play Scheme, including their name; address; telephone number; Criminal Records Bureau check; references; employment details and any other information accrued during their time spent working at the Play Scheme.
- A record of any other individuals who regularly visit/spend time at the Play Scheme, including their contact details.
- The daily attendance registers, as set out in the Arrivals and Departures policy.
- Records of the activities planned and implemented by the Play Scheme.
- Records of any medication being held by staff on behalf of children.
- Records of any medication administered to any child, including dates, circumstances and who administered it - this includes self administered medication.
- Records of signed Emergency Medical Treatment Forms, giving parental authorisation for staff to consent to emergency treatment for children (in accordance with the Health, Illness and Emergency policy).
- A record of the risk assessment clearly stating, when it was carried out, by whom, date of review, and any action following.
- An Inventory Record of all equipment owned or used by the Play Scheme, including safety checks and repairs carried out, (in accordance with the Equipment policy).
- A fully completed and up to date Accident Record Book and Incident Record Book.
- 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.

The manager has overall responsibility for the maintenance and updating of children's records and ensuring that they are accurate.

All required records relating to individual children are maintained and retained for three years after children last attended the Play Scheme. This rule will be disregarded where regulations and guidance from Ofsted or other statutory agencies overrides it.

For further information please view Marden Parish Council's Document Retention Policy.

## **(2) Notification of Changes**

The Play Scheme recognises its responsibilities in keeping children, parents/carers, staff and Ofsted informed of any changes to the running or management of the Play Scheme 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 Play Scheme will facilitate consultation with the affected groups or individuals.

In the following cases, it is mandatory for the Play Scheme to inform Ofsted at the earliest possible opportunity – within 14 days after the change occurs:

- Any significant change to the premises.
- Change of premises address where childcare is provided.
- Change in the type of childcare, for example, from after school Play Scheme to childminding.
- Any change of the registered person's name, address or telephone number.
- Any change in registered person and person in day to day charge.
- Any changes that will affect the suitability of the registered person or anyone who cares for children on the premises. For example, committing an offence that would result in disqualification.
- Any incident of food poisoning affecting two or more children in the care of the childcare setting.
- Any serious accident or injury to, or death of any child receiving childcare.
- Any serious accident or injury to, or death of any person on the childcare premises.
- Any allegation of serious harm or abuse of any child committed by a member of staff (whether the offence is committed on or off site).
- Any allegation of serious harm or abuse of any child occurring on the premises and committed by any person (whether they are children, staff, parents or visitors).
- Any significant change to the operational plan of the Play Scheme.
- Any other significant events.

## **(3) Confidentiality**

The manager, staff, volunteers and any other individual associated with the running or management of the Play Scheme will respect confidentiality by:

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

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/Child Protection policy will override confidentiality on a 'need to know' basis.

Staff failing to show due regard for confidentiality will be liable to disciplinary action under the provisions of the Staff Disciplinary & Grievance Procedures policy.