



DOCUMENTATION AND INFORMATION POLICY

1. Marches Family Network 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. We adhere to the storing and sharing of information guidelines under the Data Protection Act 1998, and are committed to complying with these regulations. The Trustees, manager and play staff are aware of the implications of the Data Protection Act 1998 in so far as it affects their roles and responsibilities within the play in connection with matters of confidentiality and sharing information with other staff and other professionals / agencies or parents / carers.
2. We are therefore committed to a policy of openness with parents/carers with regard to our policies and procedures and the information that we hold on their child.
3. Records and information will be made available to parents/carers under the Freedom of Information Act on written request unless subject to an exemption such as in matters of Safeguarding. If for any reason a request is refused, then this decision, and an explanation, will be communicated in writing.

4. Record Keeping

Ordinarily, information kept on a child will be available at the setting and include:

- Birth name (along with any other name the child is known by)
 - Date of birth
 - Gender
 - School and/or other childcare providers the child may attend, including childminders
 - Name/s of parent/s or carer/s
 - Home address and telephone number(s) of parent/s or carer/s child normally lives with
 - Emergency contact names and numbers
 - The name/s of any adult/s who should NOT be permitted access to the child
 - The needs of the child - toileting, feeding, drinking, behaviour, movement, communication and other
 - 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
 - Details of any medication taken by the child and permissions
 - Information on consent for use of photos, outings, medication (see above), emergency medication etc.
 - Any other information relating to the child deemed by staff or parents/carers to be relevant and significant.
5. Additionally, and in accordance with our policies and procedures, records and information will be stored and maintained by Marches Family Network.
 6. The name of a child's key person / worker (if relevant) is allocated according to the register by the Group Leader before each session, and as much consistency

as possible maintained taking into consideration the many different factors at each session. For some children a 'team' of key workers may be identified to manager staff absence without causing undue distress to the child.

7. An up to date record of all the staff, students and volunteers, including their name, address and telephone number, Disclosure Barring System check showing staff names and DBS numbers and the date these were processed are kept on a database at the main office and can be requested by an Ofsted inspector at the time of their visit.
8. Staff / volunteer references; employment details and any other information relevant to their role such as training certificates etc will be maintained in personnel files kept at the main office. This information can be requested by an Ofsted inspector at the time of their visit.
9. The daily attendance registers, as set out in the Arrivals and Departures policy for children, staff and visitors will be recorded by the Group Leader at each session.
10. Planning sheets, records of the activities planned and implemented as well as risk assessments, including those for any off-site visits and outings, will be kept by the Group Leader at the session and then handed into the office for filing at the office premises at the close of the play session.
11. Records of any ongoing, regular medication being held by staff on behalf of children, along with the signed Medication Form, in accordance with the Medical matters Policy, is kept with the child's records in the main office as well as copies being kept in the admin folder for use by the Group Leader and designated workers.
12. Records of signed Consent Forms are kept in the child's records at the main office as well as an information summary being kept in the admin folder for use by the Group Leader and designated workers.
13. A fully completed and up to date Accident Record file and Incident file is kept at the main office.
14. Additionally, once completed, a copy of the admissions list will be kept on site at the main office.
15. The following information is also kept at the main office but can be available to an Ofsted inspector at the time of their visit:-
 - Information and evidence of risk assessments being conducted.
 - Observations on individual children and activities (journey books)
 - Safeguarding records
 - Long, medium and short term planning
 - Staff registers and records
 - Log of complaints
 - Minutes of staff meetings
 - Minutes of Trustee meetings
16. Information and records held on children at the main office will be kept in a locked filing cabinet, access to which will be restricted to the Manager and designated members of staff.

17. Information and records held on children at the session will be placed in the relevant folder, transported and stored securely in a lockable document case if possible. Access permitted to such information is granted to staff on a need to know basis and under the supervision of the Group Leader. All information must be returned to the folder for the duration of the session and stored securely to prevent unauthorised access. The Group Leader has responsibility for this.
18. The Family Projects Coordinator, with assistance from the Group Leaders, has overall responsibility for the maintenance and updating of children's records and ensuring that they are as accurate as possible. Registration information is reviewed annually with parents / carers and updated with any changes via the review or before, and as often as necessary, if changes in circumstances (health, family, behaviour, educational, personal etc) become known.
19. All required records relating to individual children are maintained and retained for one year after children last attended a play session. This rule will be disregarded where regulations and guidance from Ofsted, the Local Authority or other statutory agencies overrides it.

Approved by Trustee Board **July 2016**

Signed

Print Name

Review date **July 2018**