

Record Keeping

5.2 Provider records

Policy Statement for St Joseph's Nympsfield Out of School Club

We keep records for the purpose of maintaining our business. These include:

- Records pertaining to our registration.
- Landlord/lease documents and other contractual documentation pertaining to amenities, services and goods.
- Financial records pertaining to income and expenditure.
- Risk assessments.
- Employment records of staff.

Our records are regarded as confidential on the basis of sensitivity of information, such as with regard to employment records and these are maintained with regard to the framework of the Data Protection Act 2018, the General Data Protection Regulations 2018 and the Human Rights Act 2015.

This policy and procedure is taken in conjunction with the Confidentiality, Data Subject Access Requests and Information Sharing policies and procedures.

Procedures

- All records are the responsibility of the officers¹ of the management committee who ensure they are kept securely.
- All records are kept in an orderly way in files and filing is kept up-to-date.
- Financial records are kept up-to-date for audit purposes.
- St Joseph's Nympsfield Out of School Club is registered with the Charity Commission. Our Charity Registration Number is 1084550. Every year we submit our Annual Return within the 10 month deadline.
- Health and safety records are maintained; these include risk assessments, details of checks or inspections and guidance etc.
- Our Office for Standards in Education, Children's Services and Skills (Ofsted) registration certificate is displayed. Our Ofsted URN is 101856.
- Our Public Liability insurance certificate is displayed.
- All our employment and staff records are kept securely and confidentially.
- Evidence of Disclosure and Barring Service checks and staff qualifications is kept in St Joseph's Nympsfield Out of School Club's Single Central Record, accessible only by the Chair and Ofsted.

Retention of records

For further information about our retention periods for records, please refer to our document 5.6 Retention Periods for Records, which is available from the OOSC on request.

All St Joseph's Nympsfield Out of School Club's policies and procedures can be found on the OOSC's section of St Joseph's Catholic Primary School's [website](#).

Legal framework

- General Data Protection Regulations (2018)

¹ Chair, Treasurer and Secretary

- Data Protection Act 2018
- Human Rights Act 2015

Associated Policies and Procedures

- 1.4 Confidentiality
- 1.5 Information Sharing
- 5.5 Data Subject Access Requests

Version Number	Author	Purpose of change	Date
1.0	NP and HS	Updating policies	23.01.2023
2.0	KC	Reviewed and formatted. • Inclusion of "Associated Policies and Procedures" section	19.01.2023 OOSC Committee Meeting