

Record Keeping

5.1 Children's records

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

There are record keeping systems in place that meet legal requirements; means of storing and sharing that information take place within 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

We keep one kind of records on children attending St Joseph's Nympsfield Out of School Club (OOSC):

Personal records

- Registration and admission forms together with consent forms are held on Kids Club HQ, the online booking system the OOSC uses;
- Correspondence concerning the child or family, an ongoing record of relevant contact with parents, and observations by staff on any confidential matter involving the child, such as child protection matters.
- We ensure that all records held by St Joseph's Nympsfield Out of School Club are secure, whether these be paper based or electronic. We can confirm the following:
 - the online booking system, Kids Club HQ, utilises robust security measures, including data encryption and secure user authentication, to protect the sensitive information of club members and families;
 - a lockable cupboard within the OOSC is used to store any safeguarding records. Access is limited to the Play Leader and her Deputy;
 - any electronic equipment that the OOSC use, ie. computer and tablet, are password protected and are used for email correspondence.
- Parents have access, in accordance with our Confidentiality and Data Subject Access Requests policies, to the files and records of their own children but do not have access to information about any other child.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.
- We retain children's records for three years after they have left the OOSC. These are kept in a secure place.

Other records

- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students on recognised qualifications and training, when they are observing in the setting, are advised of our confidentiality policy and are required to respect it.

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 Out of School Club 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)
- Data Protection Act 2018
- Human Rights Act 2015

Further guidance

- Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (latest version)

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 and NF-P	Reviewed and formatted. <ul style="list-style-type: none"> • "Development records" section deleted as not applicable; • Security of Kids Club HQ system confirmed; • Updated to reflect current practice at OOSC with regards to storing safeguarding data and security surrounding computers and tablets; • Inclusion of "Associated Policies and Procedures" section. 	26.02.2024 Committee Meeting