



The Dell Out of School Club

Registered Charity No. 1038546

Policy No.

DP – 2.09

Reviewed 29th April
2016

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Record Keeping Policy

The Dell Out of School Club ensures that all record keeping is well maintained. The responsibility for record keeping will be shared between the staff, the coordinator, Financial clerk/administrator and the Management Committee.

Children’s records/information

- Individual records are kept safe in a locked filing cabinet
- Daily registers are kept and maintained.
- Messages about children being absent etc are recorded.
- Contact details and emergency contacts are retained in a locked cabinet.
- Information in respect of payment ie payment /invoice and accounts details are retained by the administrator in a secure office location

Staff records

- Staff application forms/health checks/CRB checks are kept safe and secure – HR Manager responsible.
- Staff payment records - Administrator.
- PAYE and National Insurance – Administrator

All records are kept in line with the provisions of the Data Protection Act.

Policy adopted: February 2003

Approved by:

Co-ordinator

Chair

Review Date:

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We are committed to continually providing high quality affordable child-centred care with positive play opportunities for every individual in the club in a safe, happy environment in partnership with parents.