



Policy ... Documentation & Information

Newby Fun Factory 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 Fun Factory is also aware of its obligations with regard to the storing and sharing of information under the Data Protection Act 1998, and is committed to complying with its regulations and guidance. The Team Leader and staff are aware of the implications of the Data Protection Act 1998 in so far as it affects their roles and responsibilities within the Fun Factory.

We are committed to a policy of openness with parents/carers with regard to its policies and procedures and the information that the Fun Factory 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.

Record Keeping

Ordinarily, information kept on a child will include:

- Birth name (along with any other name the child is known by),
- DoB,
- Gender,
- Home / Email addresses and telephone number(s),
- Parents or carers names,
- Parents or carers place of work and contact number(s),
- Any other emergency contact names and numbers,
- Any health issues (including a special educational needs or physical disability statements),
- Any special dietary requirements, allergies and food and drink preferences,
- Names of people authorised by parents/carers to collect children, along with introductions.
- 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 Fun Factory:

- An up to date record of all the staff, students and volunteers who work at the Fun Factory, including their name; address; telephone number; DBS check; references; employment details and any other information (such as their Personal Development Plan) accrued during their time spent working at the Fun Factory.
- A record of any other individuals who regularly visit/spend time at the Fun Factory, including their contact details.
- The daily attendance registers, as set out in the Arrivals and Departures policy.
- An up to date waiting list with details of all children waiting for a place at the Fun Factory, • Records of the activities planned and implemented by the Fun Factory, including any off-site visits and outings.
- Records of any medication being held by staff on behalf of children, along with the signed Administration of Medication Form, in the Medication Record Book (in accordance with the Health, Illness and Emergency policy).
- 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).



- An Inventory Record of all equipment owned or used by the Fun Factory, 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.

Information and records held on children will be kept in a secure file, access to which will be restricted to Directors, Team Leader and in his / her absence, one other designated member of staff. The MD and Team Leader 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 one year after children last attended the Fun Factory. This rule will be disregarded where regulations and guidance from Ofsted or other statutory agencies overrides it.

Notification of Changes

The Fun Factory recognises its responsibilities in keeping children, parents/carers, staff Companies House, the Charity Commission and Ofsted informed of any changes to the running or management of the Fun Factory 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 Fun Factory will facilitate consultation with the affected groups or individuals.

In the following cases, it is mandatory for the Fun Factory to inform Ofsted at the earliest possible opportunity:

- Any significant change to the premises.
- Any significant change to the operational plan of the Fun Factory.
- Any allegation of abuse by a member of staff or volunteer or any abuse which is alleged to have taken place on the premises.
- Any other significant events.

Confidentiality

The Directors, Team Leader, staff, volunteers and any other individual associated with the running or management of the Fun Factory will respect confidentiality in line with the confidentiality policy.

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