

The data protection lead for Smartkidz Play and Learn is Adam Smart. All staff are aware of GDPR and are expected to do all they can in keeping documentation and personal records safe while in the setting.

The Club 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 Club is also aware of its obligations with regard to the storing and sharing of information under GDPR and is committed to complying with its regulations and guidance. The Manager 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 Club. The Club is committed to a policy of openness with parents/carers with regard to its policies and procedures and the information that the Club 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. (Please see Data Protection policy)

Information and records held on children will be kept in a locked file, access to which will be restricted to the Manager and members of staff where necessary. Systems are in place to safeguard confidential information kept on computer.

The Manager has overall responsibility for the maintenance and updating of children's records and ensuring that they are accurate.

The club will keep records about the children. These include:

- Medical forms
- Accidents and incident log
- Medicine forms
- Registration forms
- Allergy Management plan
- Care Plans
- Any other information relating to the child deemed by staff or parents/carers to be relevant and significant.
- Log of concern – where appropriate
- Permission for the use of photographs
- Permissions for some activities

Additionally, and in accordance with our policies and procedures, the following records and information will be stored and maintained by the Club:

Staff:

- Evidence of Criminal Records Bureau check i.e., disclosure number

An up-to-date record of all the staff, students and volunteers who work at the Club, including:

- Application forms and references
- Copies of certificates of relevant training and qualifications
- Emergency contact numbers
- Up to date name; address; telephone number
- Employment details.

- Any other information (such as Personal Development Plans) during their time spent working at the Club.

Documents and Records

- A comprehensive set of policies and procedures required by the National Day Care Standards that are reviewed when appropriate.
- A Self Evaluation Form completed and contributed to by all staff. (beyond quality folder)
- A record of any other individuals who reside at, or regularly visit/spend time at the Club, including their contact details.
- Visitors book
- The daily attendance registers.
- An up to date waiting list with details of all children waiting for a place at the Club.
- Records of any medication being held by staff on behalf of children, along with the signed Medication Form.
- 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). Within registration form.
- Provider Complaints Log completed by the manager and details of any complaints made.
- Registration Certificate
- Insurance certificate and information
- Accident and Incident Record Sheets.
- Fire Drill Log
- Risk assessments and Daily Health and Safety Checks

Notification of Changes to Ofsted

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

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

- Any change in Management or appointed person and people living on the premises.
- Any significant change to the premises.
- Any allegation of abuse by a member of staff or volunteer or any abuse, which is alleged to have taken place on the premises.
- Change of name or address.
- Change in the hours the club operates.
- Any other significant events.

All documentation is kept secured and locked away and is only kept for the necessary amount of time needed.

Any documentation with personal details on them must be stored away in a locked cupboard or filing cabinet. Any information on staff that is on show must have consent from the individual involved i.e. First aid certificates on show.

Documentation on children and staff will only be kept for as long as necessary and will be destroyed when this is no longer needed to be held within the company.

Regular checks on documentation is completed within the setting and a GDPR audit is completed annually or when the management feel that this should be done, for example, change of staff.

EYFS- Early Years Foundation Stage

During a child's first year at school, we work closely with the early years teachers to support them with the children's progress. Information may be shared regarding observations we have made of what the children do. Teachers will speak to us regarding the child's development and how we can support including focus we can

observe in club that teachers may struggle to see within the classroom. Any safeguarding concerns staff will follow our safeguarding policies and procedures.

During visits or outings.

During visits and outings, necessary documentation will be taken, however staff will do what they can to make sure that any personal data being taken out of club is kept to a minimum, a visit and outings form will be completed that includes the following:

- No information on the setting, address or company details is on the form.
- A register that consists of a child's first name and first letter of their last name only.
- Medical and dietary information will be taken with child's first name and first letter of last name only.
- One contact number for each child will be taken only and if there is no contact from this number the leader of the group will contact someone from this office to organise other contacts being called.

All information will be kept with the senior member of staff of that club and not on show.

Emergency contact details

The club will keep an up-to-date copy of the emergency contact details of the children and staff OFF SITE so that they can be accessed in the case of an emergency. Details should be kept secure.

This policy was adopted by: Smartkidz Play and Learn	Date: 1/11/2017 Date reviewed: 20/11/2018 Date reviewed: 16/08/2019. Date reviewed: 14/08/2020
To be reviewed: 14/08/2021	Signed: 