

## Record Keeping

### 5.2 Provider records

#### Policy Statement for St Joseph's 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 and the Human Rights Act 2015.

This policy and procedure is taken in conjunction with the Confidentiality and Data Subject Access Requests policies and procedures and the settings Information Sharing policy<sup>1</sup>.

#### Procedures

- All records are the responsibility of the officers 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.
- 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 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 Out of School Club's Single Central Record, accessible only by the Chair and Ofsted.

#### Legal framework

- General Data Protection Regulations (2018)
- Data Protection Act 2018
- Human Rights Act 2015

Version Number	Author	Purpose of change	Date
1.0	NP and HS	Updating policies	23.01.2023

<sup>1</sup> Policies: 1.4 Confidentiality, 5.4 Data Subject Access Requests and 1.5 Information sharing