



BARNFIELDS EXTRA

BEFORE AND AFTER SCHOOL CLUB

Documentation Policy

Barnfields Extra keeps efficient and effective documentation of records, policies and procedures. This enables us to run the club efficiently, comply with national and local legislation and guidelines and ensures the safety, welfare, learning and wellbeing of the children. All policies and procedures are shared with the staff in Barnfields Extra and individual children's records are shared with their parents.

Implementation of the policy in Barnfields Extra

The Board of Barnfields Extra must:

- Recognise that the purpose of compiling any documentation is to:
 - Meet children's needs, welfare and safety.
 - Put policy into practice within Barnfields Extra.
 - Keep account of significant data.
- Maintain necessary documentation relating to:
 - Management.
 - Premises.
 - Staff.
 - Children.
- Ensure that documentation is accurate, relevant and brief.
- Develop efficient systems for the management and upkeep of documentation so that the process is not cumbersome or time-consuming.
- Keep records stored safely and securely.
- Ensure that documentation is accessible for those with authority of access.
- Ensure that confidentiality of records is maintained.
- Share records about individual children with their parents/carers.

- Record the following significant changes and notify Ofsted and Barnfields School.
 - Changes to the premises.
 - Allegations of abuse and/or racial incidents.
 - Significant events.
 - Changes to the overall management and organisation.

Serious illness or accidents

Death of a child or member of staff.

Police or Social Services involvement in Barnfields Extra

- Implement procedures to transfer children's records to their next setting.
- Keep all records until after the next Ofsted Inspection.
- Make all documentation available for any Ofsted Inspection.

Records to keep on site

The following specific records must be kept on site:

- The name, home address and date of birth of every child, with the name, home address and telephone number of the parents/carers.
- The name, home address and telephone number of the manager or registered person, all staff, and all persons working with the children.
- Procedures to be followed in the event of a fire or accident.
- Procedures to be followed if a child is lost or is not collected by a parent/carer.
- Procedures for complaints about the setting.
- Procedures and arrangements for child protection issues.
- Registers, accident records and medical records – these should all be kept for two years.
- Care Plans.
- Physical intervention plans.