

Policy on the Management of Records

Holy Trinity Afterschool retain a number of records which relate to children attending the service, data regarding parental contacts etc and staff records.

At all times we ensure that the records which are maintained are designed to meet the needs of the service provided and are maintained only for the purpose for which they are created. An indication of the type of records maintained is as follows:

Parents: Data is held regarding addresses/ telephone contacts, payments owed/made for the service, permissions provided information of a child protection nature.

Children: Data is held regarding names, addresses, special needs/ specific requirements, medical information, attendance etc.

Staff: Data is held regarding recruitment, vetting, attendance, salaries, disciplinary matters etc.

All of this information is maintained securely, with the level of access to the information varying; with some information available to all staff and some specific to the Leader/Manager/Principal/ Management Committee.

The information is maintained in a manner which provides access as required. Information is only retained for as long as is necessary. All records relating to the child are available for the parents to access at reasonable notice.

Parents

Records will be used as a baseline for discussion with parents about their child's progress and to support the parents with strategies to help their child's development if appropriate.