

## **Management of Records and Retention and Storage of Records**

Holy Trinity Afterschool retain a number of records which relate to children attending the service, parents/carers of children attending the service, staff details and more.

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 etc.

**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/Registered Person/ 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.

### **Child Protection**

Whether your child protection records are electronic or paper-based, they will be kept confidential and stored securely. Electronic files will be password protected and stored on computers with protection against hackers and viruses.

- Information about child protection concerns and referrals will be kept in a separate child protection file for each child, rather than in one 'concern log'. The child protection file will be started as soon as we become aware of any concerns.
- It is good practice to keep child protection files separate from a child's general records and therefore we mark the general record to indicate that there is a separate child protection file.
- If we need to share records (within our own organisation or externally), we ensure they are kept confidential. We use passwords and encryption when sharing electronic files.
- If our staff and volunteers use their personal computers to make and store records, we make a clear agreement to ensure the records are being stored securely.

- If the person responsible for managing our child protection records leaves our organisation, we make sure to appoint somebody to take over their role and arrange a proper handover.

In Northern Ireland, the government recommends that child protection files should be kept until the child's 30th birthday (Department of Education, 2016).

### **Accidents, Incidents and Child Arriving With an Injury**

An accident is an unfortunate event or occurrence that happens unexpectedly and unintentionally, typically resulting in an injury, for example tripping over and hurting your knee.

An Incident is an event or occurrence that is related to another person, typically resulting in an injury, for example being pushed over and hurting your knee.

A Child Arriving with an Injury is when the child arrives to our setting with either a visible injury or an injury they tell us about.

- We keep written records of all accidents, incidents, or children arriving with injury to a child together with any first aid treatment given. Any event, however minor, is recorded by completion of an "accident/incident report" and the procedure is the same for both types of events as follows:
- An accident/incident/child arriving with an injury report is completed by a member of staff who witnessed the event and co-signed by a colleague who was present.
- The form must be written accurately and clearly.
- Accident, incident and child arriving with an injury forms are readily available for staff to complete immediately.

The form must include:

- Whether it is an accident, incident or the child arrived with the injury that is being recorded.
- Date of accident/incident or that the child arrived with the injury.
- Time of accident/incident or when the child arrived with the injury.
- Name and signature of person who dealt with the accident/incident or child who arrived with an injury and a co signature or a colleague who was also present at the time.
- Description of accident/incident or injury the child arrived with.
- Description of care given (i.e first aid provided, comfort and reassurance etc)
- Name of person who gave care (this must be a paediatric first aid qualified member of staff)
- Description of injury (if applicable)
- Witness signature
- Counter signature (must be qualified practitioner)
- Signature of parent/carer
- Whether follow up medical advice is needed
- Follow on checks that are take place, by who and what time

Accident, Incident and child arriving with an injury forms are kept on file for at least 21 years and 3 months

**Attendance Records**

A daily register is kept of all children attending the setting and all staff working each day within the setting. Daily Time Sheets are also kept for all staff.

All registers and time sheets are kept stored in a secure file for 12 months at a time.

**Visitor Records**

All visitors to the building must sign in and out using the digital signing in and out system.

Records of all visitors are stored securely on this system for up to 5 years.

**Insurance Certificates**

All insurance certificates and relevant documentation are stored in a secure file. The current insurance certificates are displayed on the parent notice board. All insurance certificates are kept on file for 5 years.

**Risk Assessments**

A daily records is kept of daily check risk assessments carried out before children enter any of our spaces within the setting. More robust risk assessments on each area we use in the setting are kept in a secure file and these are reviewed and updated annually or more frequently as and when needed. These records are retained on file for 12 month periods.

**Funding Applications**

We do not currently have any funding applications on file as we are not very often meeting the requirements for funding applications.

If a funding application is made all information will be kept in a secure file and retained for us to 5 years.