

Children's Record Policy

Children's records and confidential information:

Children Act Regulations 1989 – you must keep on the premises the name and address and telephone number for all staff members, anyone living or employed on the premises, and any other person who will regularly be in unsupervised contact with children.

Under the Children Act regulations, records and information sheets for the club containing the names and addresses, emergency contacts and health information for those children attending the Club, are accessible by the club's tablet (password protected). These are confidential records and are for the use of staff members only.

Confidential information containing staff members' names, addresses, emergency contacts and next of kin will also be on the tablet in a password protected folder.

Records containing information about children are available for their parents to read on request.