

# **NETHER GREEN JUNIOR AFTER SCHOOL CLUB**

## **Confidentiality, Data Protection and Data Management Policy**

### **Policy Statement**

This policy refers to the information (knowledge and written/digitally stored data) we have about staff, children and their families and the business of Nether Green Junior Breakfast and After School Club. It focuses on what, when and how we share information with others and how we should maintain the information. We will not keep documents longer than necessary. If we are keeping the information longer than the legal requirement, then our reasons for keeping it should be based on our knowledge of the business or the likely need for the information in the future. It is essential that all staff and students pay heed to this policy at all times with regard to their work and the business of Nether Green Junior Breakfast and After School Club. This policy links to other policies and procedures such as the Child Protection Policy and the Health and Safety Policy.

If staff need clarification on any issue relating to confidentiality, data protection or data management they should seek guidance from the Manager.

### **Procedures**

#### **Verbal sharing of information about children**

- Information about children should only be discussed with the child's parents or adults of parental responsibility (see registration form). If a child is going to be collected regularly by a childminder or grandparents it would be appropriate to discuss with parents how they would like information about their child to be shared.
- If there has been an incident involving another child or an adult introduces the subject of another child, it would not be appropriate to discuss this child (see Accident/ Incident procedure). If these situations are handled professionally, parents will not be offended, instead they should be reassured that you will be dealing with their child in the same way.

#### **Children's records**

- When not being used, children's records should be stored on a shelf in tidy cupboard, where they can be accessed easily by staff. These are locked away in non-open hours.
- They should not be left lying around.
- If parents wish to look at their child's records, staff should access the correct file. Parents should only have access to their own child's file.
- When explaining the record keeping system to prospective parents, a blank copy of the documents should be used.
- Ideally these documents should not leave the premises. If you need to take them off site, first of all make sure that the Manager knows about this and transport and store them with due regard to the Data Protection guidance.
- These records should only be shared with other parties with parental permission, e.g. for special needs support.
- Any registration/ medication records that have not been passed on to parents will be kept for two years after the child has left our care, unless we have a good reason to keep them longer e.g. as part of a child protection record. After the two-year period these documents will be destroyed.

#### **Other records about children**

- Any other records should be kept in a confidential manner e.g. copies of accident/ incident forms that are waiting for a signature from parents should not be on public view and medication forms are printed on

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separate sheets to maintain confidentiality.

- At the end of each academic year, accident/ incident forms, existing injury records will be archived for 14 years (for insurance purposes). Registers will also be kept for the same number of years to support any possible future litigation. Any documents relating to child protection/ children in need cases or have been reported to RIDDOR will be archived appropriately, as will any other records that we have reason to believe may be required in future. All other records will be shredded.
- Two years after a child has left our care, we will delete their records from the current computer database.
- Registration completed by parents should be kept in a folder in the office and information updated by parents as necessary.
- Two years after a child has left our care, we will destroy admission forms.
- Permissions slips signed by parents e.g. for the application of sun cream will be shredded when the child leaves our care.
- Child protection and children in need records are kept securely. These records and information are shared on a need-to-know basis and information is only withheld from parents or divulged to other professionals without parental permission if it is considered to be in the child's best interests to do so (see Child Protection Policy). Child protection and children in need documents are to be archived until the child concerned reaches the age of 25 (a statutory requirement) – usually 14 years after leaving our care in year 6/14 years after their 11<sup>th</sup> birthday.

### **Photographs**

Photographs are very good evidence of how we work and the experiences that are offered to children. By having a well thought out policy with clear procedures to be followed by all staff we should be able to use them in a responsible manner to the benefit of all.

- Photographs of children will only be used with informed parental permission. That is parents will decide whether photographs of their children can be used in the setting e.g. displays and books and or in Quality Assurance portfolios.
- Digital images of children should be stored on a non-personal device e.g. digital camera at club, managers work mobile or work laptop. They should be deleted when no longer required.
- Under no circumstances should digital images of children be posted on the Internet. Unless extra written permission is asked for them to go on the NGJASC website.
- Under no circumstances should digital images of children be given to people other than a person with parental responsibility, e.g. it would not be acceptable to give parents a CD with a collection of images of the Christmas party.
- When taking photographs that you intend to pass on, e.g. in a child's records try to ensure that it is of a single child or child and adult. If any other children are present in the photograph, make sure you have permission to pass it on. Use photos of the leavers group for display purposes only.
- If photographs are to be used for a specific purpose outside the setting e.g. for publicity or a public display, make sure that parents are aware and that written permission is sought.

### **Staff records**

#### **Recruitment**

- All applications will be dealt with in a confidential manner and will not be discussed with people outside the setting, unless as part of a reference procedure.
- Three months after recruitment, any unsuccessful applications will be shredded.
- Records to do with the interview procedure (selection matrix) will be kept for 1.5 years and then shredded.

#### **Staff records**

- Documents relating to the employment of staff including copies of contracts, performance and appraisal

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records, health declarations and references will be kept securely.

- Six years after leaving the employment of the setting, records will be shredded unless there is a reason to believe that the information will be required in the future, e.g. for references.
- Staff accident records will be stored for 6 years.
- Staff rosters will be kept for 3 years.
- Financial records that relate to the employment of staff such as wages, P.A.Y.E. and National Insurance, Statutory Sick Pay and Tax Credits will be kept for six years (**statutory**). After this period documents will be shredded unless there is a reason to believe that this information will be required in the future. This is managed by the club accountant.

### **Dealing with telephone enquiries**

When prospective parents telephone for information, take down their name and phone number/email address etc, so that they can be contacted. You need to let them know you are keeping this information, why you are keeping it and who will see it e.g. "Can I take some details from you so that the manager can get back to you - we won't give this information to anyone else."

The information we need is:

- Name (so we know who we are talking to)
- Contact details (address / phone number(s) so we can get back to them)
- Child's name (so we can greet them appropriately and our database needs a name to function)
- Where they found out about us (so that we can evaluate our advertising)

You do not need to tell them all of the details above, but you need to know the reason for having the information to justify it (Data Protection Act).

When prospective candidates phone in response to a job advert you need to take down their details and again, you will need to tell them why you are doing so, e.g.

"Can I take some details from you so that we can send you the correct information and also we can evaluate our recruitment procedure- particularly how we advertise our positions?"

The information we need is:

- Name (so we know who to send the information to/ who called)
- Contact details (address/telephone number(s) - so we know where to send the information and/or contact to find out why they did not apply/ turn up for the interview).
- Qualifications / experience (so that we can help understand if they are qualified to do the job)
- Where they found out about the job (so that we can evaluate our advertising).

We will keep this information until the recruitment process is completed and evaluated, usually three months after an appointment has been made. We will follow up references after interview. If there is a telephone enquiry for any other reason, which asks for personal information relating to current or past staff and children, first of all establish why the information is required and who is asking for it. If it is a parental request for a telephone number you should not give it to them but offer to contact the person or leave a message for them (you will need to ask permission to give out the enquirer's number). If it is a request with which you need to comply and do not know the person who is speaking e.g. a request related to a child protection case from the police or social services, then take a contact number and phone them back. If you are unsure you can check initially with the Manager or a specific service such as the Safeguarding Office in Sheffield (0114 273 4450 / 0114 273 4925).

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## **Information relating to the business**

- All information relating to the business and future plans of the Club is confidential and should be treated as such, information regarding waiting lists, contracts with outside parties, financial information etc.
- Working practices are not part of this and may be discussed as part of training or information sharing visits as part of good working practice. We and the sector, cannot improve if settings work in a vacuum.
- Complaints will be kept for 3 years (statutory).
- Financial records will be kept for 6 years after the child's last Spring term attendance.
- Committee minutes will be kept for the statutory 6 years for charity organisations.

## **Information relating to health and safety**

- All H&S checks will be archived for 5 years
- Fire records will also be kept for 5 years.

This policy was adopted at a meeting of	<u>Nethergreen Junior after School Club</u>	name of setting
Held on	<u>March 2021</u>	(date)
Date to be reviewed	<u>March 2022</u>	(date)

Signed on behalf of the management committee

Name of signatory	<u>TAMMY NELSON</u>
Role of signatory (e.g. chair/owner)	<u>MANAGER</u>