

**Record Keeping Policy**

**Schools’ Out! will maintain records that are required for the efficient and safe management of the service and to promote the welfare, care and recreation of the children and young people.**

Records will be kept in accordance with national and local guidelines.

Parents/carers can access their child’s own records.

Records will be confidential and stored securely.

Records will be made available only to those with the legal authority to view them.

Signed**: Natalie Scanlan**  **Date: 17/01/2022 Review Date: 17/01/2023**