

Staff Records Policy

In Holy Trinity After school a number of written and computer records are kept regarding staff members. The employee shall have the right to access these records when requested through the management team.

In Holy Trinity After School we operate with the Data Protection Act (2018).

Holy Trinity After School Club is required to keep records relating to our employees and aspects of their employment. We only hold records which are required by law, required by the minimum standards or those which are used to enable us to achieve our objectives.

All records are held securely and within the setting and retained for the duration of the employment. Some of the records kept include:

- All Vetting and Clearance Checks
- Declarations of Health
- Application Forms/CVs and References
- Birth Certificates
- Qualifications and Training
- Signed Agreements such as Job Description, Induction Requirements, Read and Understood Policies and Procedures etc.
- Supervisions and Appraisals
- Attendance Records
- Payments and Wages Records
- Disciplinary Actions
- Grievances and Complaints

The above list contains the key records kept for staff, however, on occasions other records may need to be retained when other situations or circumstances occur.