

Fun 4U Club

19 Management of Records

Principle

Fun 4U Club believe that the importance of correct record keeping is vital to the good management of our After Schools Club.

Statement of intent

Fun 4U Club believes that

- It is of great importance that all records are kept up to date.
- Confidentiality of children and staff records is paramount.
- We shall hold files in a secure locked cabinet.
- Access to this cabinet is through the manager of the club.

Procedure

- All registration forms will be kept in a recognizable file for reference in emergency e.g. :- contact details.
- Staff files and details will be kept in closed file
- Inside the lockable cabinet the following will be kept
- Medical history of staff/children.
- Disciplinary documents.
- Child protection issues/concerns.
- Assessments were applicable.
- Assessments of behavioural issues of children.
- Progress of trainees and students.
- Staff should submit all paper work to the manager as soon as completed and this should never be taken out of the facility to be written up.
- On open display for staff, parents and professionals to see will be...
- Fire drill records. (MONTHLY)
- Weekly planners
- Daily checks list
- Weekly check lists
- Daily records of cleaning
- Daily records of fridge temperature
- Locking up procedure
- Outdoor area daily checks
- Medical Alerts when applicable
- Specific Dietary requirements
- Menu Planner

This list is not exhaustive and can be added to at any date