

# Fun 4U Club

## 33.7 Staff Records Policy

---

### **Principle**

Fun 4U Club believe in the importance of correct record keeping & assessment (Where applicable) is vital for the management of staff.

### **Statement of intent**

Fun 4U Club believes that

- It is of great importance that all records are kept up to date.
- Confidentiality of staff records is paramount.
- Records should be held in a secure location.
- Access to staff records is available through the management.

### **Procedure**

- All paper work will be kept in recognized files and housed in secure manor between the Head Office and the facility.
- (To include the following)
- Staff Records and details.
- Staff qualifications and training.
- Employment documents.
- Disciplinary documents.
- Assessments and evaluation including staff appraisals.
- 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.