

Richmond Hillbillies Policies and Procedures 2020/2021

Richmond



Hillbillies

Documentation and Information

Hillbillies recognise the importance of maintaining up to date and accurate records, policies and procedures to operate safely, efficiently and in accordance to the law.

Record keeping

Required information kept confidentially on a child will include

- Name of child
- Date of birth
- Home address & telephone numbers
- Parents /carers names, addresses & contact numbers
- School attended and teacher's name
- Parent /carers place of work & contact numbers
- Emergency contact names & numbers
- Signed Consent form, which includes authorisation for emergency medical aid for the child
- Childs doctors name address & contact numbers
- Details of health related issues/ health care plan
- Social workers name & contact number
- Health visitors name & contact number
- Details of dietary requirements & allergies
- Specific likes & dislikes
- Record of immunisations
- Names of people authorised by parent / carers to collect child
- Details of any court orders relating to the child
- Any other information deemed significant & relevant to the child
- New child induction form
- Observation /assessment forms

Additionally the following records will be stored and maintained

- Full copy of all Hillbillies policies & procedures
- Risk assessments
- Health & safety check record
- A visitor's record sheet, with arrival & departure times, names, reason for visit and Company name
- Daily attendance registers with arrival & departure times of children and staff.
- Waiting list
- Confidential disclosure records
- Medication & illness records and Health care plan
- Up to date accident record book
- Emergency evacuation drills
- Incident record book
- Fee payment agreement & record
- Record of complaints