

## RECORDS MANAGEMENT FOR REGISTERED CHILD MINDERS

### DOCUMENTS REQUIRED FOR REGISTRATION: SEPARATE BUSINESS AND CHILD INFORMATION, CURRENT AND ARCHIVE INFORMATION

BUSINESS INFORMATION	KEEP FOR	ACTION
LIABILITY INSURANCE CERTIFICATE	CURRENT	ARCHIVE <i>To be retained until the documentation is 25 years old</i> <i>Please discuss the process for historical claims with your insurance provider</i>
RECORDS OF ACCIDENTS / INCIDENTS AND MEDICATION Best practice to use the book available from Social Security - always number and date the sheets	CURRENT	ARCHIVE <i>To be retained until the child's 25<sup>th</sup> birthday</i>
CERTIFICATE OF THE QUALITY IN FAMILY CHILD CARE BASIC COURSE Note any further CPD	CURRENT	ARCHIVE WHEN, AND IF, SUPERCEDED
OTHER CHILD CARE CERTIFICATION	CURRENT	ARCHIVE
FIRST AID CERTIFICATE	CURRENT	ARCHIVE EVERY THREE YEARS WHEN NEW CERTIFICATE BECOMES CURRENT
MANDATORY POLICIES Exclusion due to illness/infection Child protection Managements of behaviour Fire and emergencies Partnership with parents Requirements for Registration Outings	CURRENT	ARCHIVE WHEN POLICY UPDATED OR REPLACED
OTHER POLICIES Settling In Sleeping Biting Food	CURRENT	ARCHIVE WHEN POLICY IS UPDATED OR REPLACED
FINANCES	CURRENT	ARCHIVE <i>All financial paperwork, tax returns, accounts, statements and invoices should be kept for 10 years</i>
CHILD PROTECTION CERTIFICATE  INFECTON CONTROL	CURRENT	ARCHIVE WHEN NEW CERTIFICATION/TRAINING/CPD COMPLETED

FIRST AID KITS	CURRENT Keep full requirement of kit and monitor regularly Replace/replenish when any is used	DESTROY ALL FIRST AID MATERIAL WHICH IS OUT OF DATE
CONTACT DETAILS OF EACH CHILD WHEN AWAY FROM REGISTERED PREMISES  Best Practice to have a hard copy - cannot always access phone	CURRENT Monitor and keep up to date at all times. Note any change to details.	DESTROY NO LONGER REQUIRED DETAILS
ATTENDANCE REGISTER Whether using a calendar or diary, or spreadsheet	CURRENT	ARCHIVE
<b>CHILD INFORMATION</b>		
INFORMATION REGARDING CHILDREN IN YOUR CARE To include: Contact details Emergency contact List of people that may pick up child Name of Health Visitor Any allergies Home language Other information e.g. likes, dislikes, comfort objects, special words Learning journey diary/file Immunisations Written observations Photos Doctor's contact details Records of concerns Copies of any MASH referrals made during time with you Copies of any reports on observations for the SALT team or consultants	CURRENT Monitor and keep up to date at all times. Note any change in circumstances, contact details, developed allergies etc.	<i>To be retained until the child's 25<sup>th</sup> birthday</i>  Supply to parent Supply to parent Supply to parent
WRITTEN DETAILS FROM INDIVIDUAL PARENTS Including a signature Permission to take children out on outings, in the car Arrangements in case of an emergency Written permission to administer medicine	CURRENT  This could take numerous forms - may be the agreement paperwork supplied by JACC or whichever form you have decided to use	<i>To be retained until the child's 25<sup>th</sup> birthday</i>