

Records and Registration of staff and children

This will include

Staff

Name
Address
Contact number
ICE contact number
Allergies / medical info
Days / hours
Qualifications
Record of training
Any special needs
Religion
First language
Agreement to use of photos

Children

Name
Parents' names
Sibling's names and ages
Address
Name and number of adult who usually collects them
Health visitor name and contact number
4 Contact numbers in order they are to be rung
Allergies / medical info
d.o.b
Days / hours of attendance
Any special needs
Individual likes and dislikes, routines and important features in their lives
Religion
First Language
Permission slips
2 hour session questionnaire

Samples available attached to other policies and on request.

Record keeping

It is primarily the responsibility of staff and parents to update information when necessary. We review records on an annual basis (each Sept), by reminding all parents to check the details we have and asking them to update them as necessary. All staff records are kept securely by Ruth Martin. Staff emergency details are kept with the children's contact files and in the register. Children's records are also stored in the staff room, which is lockable. The confidentiality of all records will be maintained as appropriate.

Registration

Staff are signed in and out in our daily register on arrival and departure. Volunteers and visitors are also asked to sign in and out in a visitor's log, which contains a statement regarding safeguarding and agreement to Artisans policies. Children are registered on arrival, those staying for am and pm will be registered again at the start of pm sessions. This is done in an official register which logs each child's days / hours and a contact number. Registration is done by a nominated staff member for each session. Registers are kept in the staff room but easily accessible during opening hours in case of a fire. In the case of emergencies when the building is vacated registers will be taken out and children, staff and visitors checked.

Designated Staff Member

Ruth Martin and Laine Rowlett

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