

# Record-Keeping: Policy and Procedure

**As part of the self-evaluation process of the Voluntary Notification system as outlined in the National Guidelines for Childminders 2006, childminders are required to put in place procedures for recording relevant information in relation to the children in their care. They are also required to ensure that parents are aware of these procedures.**

Record-keeping enables childminders to provide protection to the children in their care and to themselves. It shows that the childminder operates the service in an organised and professional manner.

The following are samples of forms and sheets which you will require for the Voluntary Notification Self-Evaluation process:

- Daily Attendance Record
- Child Information Record
- Daily Routine Record
- Menu Plan
- Accident and Incident Forms
- Medicine Administration/Consent Form