**Record Keeping**

The Club@Midmill will maintain records that are required for the efficient and safe management of the club and to promote the welfare, care and learning of the children and young people.

## Records will be kept in accordance with national and local guidance.

## Parents / carers can access their child’s own records.

## Records which identify children’s details will be treated as confidential and will be stored securely.

## Records will be made available to the Care Inspectors on request.

## Records will include:

## Completed admission forms

* All about me information

## Request forms for trips

## Incident forms

* Permission for medication records / administration sheets
* Staff PVG Disclosure information