

FARRINGDON DETACHED

YOUTH & COMMUNITY FOOTBALL CLUB



RECORD KEEPING POLICY

In order to carry out its roles and responsibilities effectively, the organisation must ensure that it has access to relevant records relating to service users.

The standard information includes:

- A child's date of birth, address, details of parents/guardians and contact information.
- Information to health including enduring medical conditions, allergies and current medication.
- Incident and accident reports.
- Development records.
- Information and disabilities or other special needs.

Other records may include:

- Information regarding a child's behaviour.
- Child Protection records.
- Information supplied by other agencies as part of the referral process.
- Assessment records.
- Records of referrals to other agencies made by the organisation on behalf of the user.
- Observational records relating to concerns about a child's development.