

RECORD FORMS INDEX

Form Title / Description

No:

1. BUSINESS MANAGEMENT

06-1-00 Records of Inspection by External Authorities
06-1-01 Emergency Contact Numbers
06-1-02 Records Log
06-1-03 Employee Specification / Person Profile - *Assistant Staff Member*
06-1-04 Job Application Form
06-1-05 Job Applicant Reference Report
06-1-06 Reference Report - *Notice to Decline*
06-1-07 Employee Declaration of Suitability
06-1-08 Employee Verification Record
06-1-09 Contract of Employment
06-1-10 Declaration of Health & Medical Fitness
06-1-11 Staff Training Courses & Modules

2. CARE OF THE CHILD

06-2-00 Terms & Conditions for Childminding
06-2-01 Registration Form
06-2-02 Declarations of Consent
06-2-03 Authorisation for Special Medication
06-2-04 Consent Withheld Form
06-2-05 Initial Child Profile
06-2-06 Child's Daily Record - *Pre-School (3 to 5 years of age)*
06-2-07 Child's Daily Record - *Toddlers (2 to 3 years of age)*
06-2-08 Child's Daily Record - *Babies (0 to 2 years of age)*
06-2-09 Settling-in Questionnaire
06-2-10 Questionnaire for Parents
06-2-11 Complaint Investigation Record
06-2-12 Weekly Activities Programme
06-2-13 Medicines Accountability Form
06-2-14 Medicines Record
06-2-15 Planned Outings
06-2-16 Complaints Record Log

3. HEALTH & SAFETY

06-3-00 Accident Record
06-3-01 Register of Visitors to the Setting
06-3-02 Incident Log
06-3-03 Features of the Premises
06-3-04 Baseline Risk Assessment - *The Childminding Setting*
06-3-05 Daily Start-up Checks - *Health & Safety*