



Daily Written Record Policy

All health and safety incidents will be documented in the Daily Journal and must have an entry every day. The items that are recorded in the journal will include: food provided/menu changes, number of children present, staff and volunteer names, resource consultants or other partners in the profession or visitors. Notes on accident reports, any serious occurrence, any illness in children and when it was observed, summary of any incidents, health and safety, and well-being of any child, volunteer and staff. All fire drills, tornado or lock down drills are logged as well as all health inspections, fire inspections, church inspections, ministry or region visits or serious occurrences. Outbreak of illness monitoring, parent concerns and concerns with student volunteer performance. All logs and reports are completed by the end of each day with staff initials beside what they have logged.

Staff ensure parents are informed of any incident or accidents either verbally if very minor or via a copy of the accident/incident form, or by email. Staff will ensure there is written evidence that the parent was informed. Any copies of incident or accident reports are put in the child's file and given to the parent with the parent's signature. A copy is kept in the main binder to track incidents and plan for prevention.

*Revised: November 2023 by Tracey Marques, Patty Fallis-Robins and BOD
Approved by: Sravani Tammishetti(Admin Assistant) on January 5, 2024
Seconded by: Matt McKarney (President) on January 8, 2024*