

# Full text Draft Childminding Regulation 19

## Part V

### Information and Records

#### **Regulation 19 - Record of the child**

- (1) A registered provider of a childminding service shall ensure that a record in writing is kept in respect of each child attending the service containing the following particulars:
  - (a) the name and date of birth of the child;
  - (b) the date on which the child first attended the service;
  - (c) the date on which the child ceased to attend the service;
  - (d) the name and address of a parent or guardian of the child and a telephone number where that parent or guardian or a relative or friend of the child can be contacted during the hours of operation of the service;
  - (e) authorisation for the collection of the child;
  - (f) details of any illness, disability, allergy or special need of the child, together with all the information relevant to the provision of special care or attention;
  - (g) the name and telephone number of the child's registered medical practitioner;
  - (h) written parental consent for appropriate medical treatment of the child in the event of an emergency.
- (2) A record in writing referred to in paragraph (1) shall be open to inspection on the premises by—
  - (a) a parent or guardian of a child but only in respect of the record relating to that child,
  - (b) any person providing Emergency Cover under Regulation 15, and
  - (c) an authorised person.
- (3) A registered provider shall ensure that a record in writing referred to in paragraph (1) is retained for a period of 3 years from the date on which the child to whom it relates ceases to attend the service.
- (4) The requirement in paragraph (3) is without prejudice to any requirement to retain the record in writing referred to in paragraph (1) under any other enactment or rule of law.

## Childminding Regulations 2024 – DCEDIY Explanatory Guidance

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#### Regulation 19 - Record of the child

This Regulation sets out the information that each childminder must keep relating to each child attending the childminding service. This information could be kept either electronically or in hard copy. Parents should be able to view records relating to their children. The information should be easily accessible to any person providing emergency cover. Records should be available for inspection by Tusla. Once a child leaves a service the records relating to that should be retained for a period of 3 years from their leaving date unless there is a requirement in other legislation to keep the regulation for longer.