

Full text Draft Childminding Regulation 20

Part V

Information and Records

Regulation 20 - Record in relation to the childminding service

- (1) A registered provider of a childminding service shall ensure that a record in writing is kept of the following information in relation to the service:
- (a) the age profile of children for which the service is registered to provide services;
 - (b) the opening hours and fees;
 - (c) the Childminding Service Handbook in accordance with Regulation 16;
 - (d) details of attendance by each child, including their own children where applicable, on a daily basis;
 - (e) details of any medication administered to a child attending the service with signed parental consent;
 - (f) details of any accident, injury or incident involving a child attending the service.
- (2) A registered provider of a childminding service shall ensure that a record referred to in subparagraph (d), (e), or (f) of 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.
- (3) A record 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, and
 - (b) an authorised person.
- (4) The requirements in paragraph (2) are 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 20 - Record in relation to the childminding service

This Regulation sets out the information that each childminder must keep relating to their childminding service. Records relating to the child's attendance, any medication administered to a child and details of any accidents or incidents during the operation of the childminding service must be kept by the childminder for a period of 3 years from the date on which the child the record relates to has left the service unless there is a requirement in other legislation to keep the regulation for longer. Records must be available for inspection by Tusla.