



Forever Angels Baby Home **Policy on: Record Keeping**

It is the mission of Forever Angels Baby Home to find families for as many of the children we care for as possible. For this reason we need to keep extensive records for each child so that the new family has as much information as possible about their child's first years/months.

Children's Information:

Every child will have a personal file. This file will contain all information given to us from Social Welfare about the child's background.

This file will be added to on a regular basis with the following information:

- Each child will be weighed and measured regularly and this will be recorded and plotted on growth charts in their file. (Sick children and newborns will be weighed more regularly)
- Each child will have regular photographs taken of them and these will be dated and kept in their file or in their individual Life Books.
- Any illnesses the child suffers from and any medications taken will also be recorded and kept in the file.
- All immunizations the child receives will be recorded in their file on a medical card.
- Any allergies or reactions a child has had and any medical procedures or hospital stays.
- Any vomiting and diarrhoea the child has had along with any malaria tests, Hb checks and HIV tests.

It is also our policy to make and keep 'Life Books' for all of our children which will be 'scrap book style' books recording photos, drawings, anecdotes and information about the child. These books will be kept and updated regularly and will be passed onto any family which the child may be placed with in the future.

Every effort will be made to obtain birth (and if necessary death) certificates for the children.

Finances:

It is essential for us to keep all financial records up to date. These will include records of incoming funds, weekly expenditure and budget sheets which will be published on the Forever Angels Web Site and regularly sent to the UK Trustees.

Every single amount of money spent, must have a receipt and be recorded on the accounts file on the computer.

Every donation coming in must be recorded and receipted so we can keep track of finances.

Quarterly financial reports are sent to the UK Trustees in advance of their grant payment to Forever Angels – so the finances must be kept up to date and accurate.

Staff:

Staff salary receipts must be kept so we have a log of all monies paid to them.

Loans and advances must be recorded as well as the repayment schedule.

Staff personal details are kept on file as are all their evaluations and any warnings (verbal or written) they have received.

Social Welfare:

Forever Angels will also keep records as part of their duty from the Children's Home Act.

These are :

A monthly statistical report

An annual statistical report

An annual report which need to be sent to the Commissioner for Social Welfare.

The Department of Social Welfare also requires us to have an admission record for each child and a health record for each child which is kept in their individual files.

We keep many other records at the Baby Home to ensure smooth running of the centre.

Office procedures are laid out in the 'How To' file in the Office.

Forever Angels Baby Home NGO September 2011 – To be reviewed in 2015