

Appropriate documentation regarding supervision issues exists.

- All requests and concerns of parents, teachers and other staff are properly documented for supervision purposes.
- All incidents are to be recorded in an appropriate register.
- An accurate written record is to be made of student travel arrangements prior to the student leaving the college.
- An accurate written record is to be kept of any serious complaints and their outcome. These records are to be regularly reviewed by the college manager.
- Adequate records are to be kept in relation to students' safety, health and welfare needs and issues.
- Up to date and accurate records are to be kept at the college of contact details for persons with parental responsibility for every student and any other emergency contact arrangements.
- Up to date and accurate records are to be kept at the college regarding any significant drug reactions, major allergies and notable medical conditions. This information is to be available to all staff likely to administer medication or treatment to students.

Information regarding the safety, health and welfare needs of students is to be made available to those staff with a need to know this information.