

Record Keeping and Retention Policy

NQS

QA4	4.1.1	Educator-to-child ratios and qualification requirements are maintained at all times.
	4.2.1	Professional standards guide practice, interactions and relationships.
	4.2.2	Educators, co-ordinators and staff members work collaboratively and affirm, challenge, support and learn from each other to further develop their skills, to improve practice and relationships
	4.2.3	Interactions convey mutual respect, equity and recognition of each other's strengths and skills
QA7	7.3.1	Records and information are stored appropriately to ensure confidentiality, are available from the service and are maintained in accordance with legislative requirements.
	7.3.2	Administrative systems are established and maintained to ensure the effective operation of the service.
	7.3.3	The Regulatory Authority is notified of any relevant changes to the operation of the service, of serious incidents and any complaints

National Regulations

Regs	55	Quality improvement plans
	74	Documenting child assessments or evaluations for delivery of educational program
	87	Incident, injury, trauma and illness record
	92	Medication record
	125	Application of Division 4
	145	Staff record
	146	Nominated supervisor (records)
	147	Other staff members (records)
	148	Educational leader (records)
	149	Volunteers and students (records)
	150	Responsible person
	151	Records of Educators working directly with children
	158	Children's attendance record is to be kept by approved provider
	160	Child enrolment records to be kept by approved provider
	161	Authorisations to be kept in enrolment record
	162	Health information to be kept in enrolment record
	167	Record of service's compliance
	173	Prescribed information to be displayed
	177	Prescribed enrolment and other documents to be kept by approved provider

180	Evidence of prescribed insurance
181	Confidentiality of records kept by approved provider
183	Storage of records and other documents
184	Storage of records after service approval transferred

Aim

To ensure that our service maintains appropriate records in line with our regulatory requirements.

Related Policies

Additional Needs Policy
 Administration of Authorised Medication Policy
 Enrolment Policy
 HIV AIDS Policy
 Immunisation and Disease Prevention Policy
 Infectious Diseases Policy
 Medical Conditions Policy
 Privacy and Confidentiality Policy
 Staffing Arrangements Policy

Who is affected by this policy?

Children
 Families
 Educators

Implementation

Records of Staff

The Approved Provider must ensure a record is kept of staff that includes:

- The name of the person currently designated as the **educational leader** at the service. This is a suitably qualified and experienced educator, co-ordinator or other person who leads the development and implementation of educational programs in the service.
- For **nominated supervisors and other staff members**
 - The full name, address and date of birth of any nominated supervisors and other staff members of the service.
 - Evidence of any relevant qualifications.
 - If applicable, evidence that the staff member is actively working towards that qualification. If this is the case, the following must be recorded:
 - Proof of enrolment.
 - Documentary evidence that the staff member has commenced the course, is making satisfactory progress towards the completion of the course, and maintaining the enrolment requirements.
 - For staff members who are working towards the completion of a Diploma level education and care qualification, proof that they hold an approved Certificate III level education and care qualification or has completed the units of study in an approved Certificate III level education and care qualification determined by ACECQA.
 - Evidence of any approved training (including first aid training) completed by the staff member.
 - A Working with Children Check with a record of the identifying number or current teacher registration number and expiry date.
 - The details of certified supervisors placed in day to day charge of the service.
- For **Students and Volunteers:**
 - The full name, address and date of birth of each student or volunteer.
 - a record for each day on which the student or volunteer participates in the service, the date and hours of participation.
- For the **Certified Supervisor:**
 - the name of the certified supervisor at the centre-based service for each time that children are being educated and cared for by the service.
- For **educators working directly with children:**
 - The name of each educator.
 - The hours that each educator works directly with children. Please note that a staff roster or time sheet is sufficient record of this.

Records Relating to Enrolled Children

The following records will be kept in relation to enrolled children:

- **Documentation relating to evaluations** of the child's well being, development and learning

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- **An Incident, Injury, Trauma and Illness Record** (within Incident, Injury, Trauma and Illness Policy), including:
 - **Details of any incident** in relation to a child or injury received by a child or trauma to which a child has been subject while being educated and cared for by the service. The following must be included:
 - The name and age of the child.
 - The circumstances leading to the incident, injury or trauma.
 - The time and date the incident occurred, the injury that was received or the child was subjected to the trauma.
 - **Details of any illness** which becomes apparent while the child is being educated and cared for by the service. The following must be included:
 - The name and age of the child.
 - The relevant circumstances surrounding the child becoming ill and any apparent symptoms.
 - The time and date of the apparent onset of the illness.
 - Details of the action taken by the service in relation to any incident, injury, trauma or illness which a child has suffered while being educated and cared for by the service. The following must be included:
 - Any medication administered or first aid provided.
 - Any medical personnel contacted.
 - Details of any person who witness the incident, injury or trauma
 - The name of any person who the education and care service notified or attempted to notify of any incident, injury, trauma or illness a child has suffered at the service and the time and date of the notification and notification attempts.
 - The name and signature of the person making an entry in the record and the time and date that the entry was made.
 - This record must be recorded as soon as is practicable, but not later than 24 hours after the incident, injury, trauma or onset of illness occurred.
- **A medication record** which includes the following:
 - The name of the child
 - The authorisation to administer medication (including self-administration is applicable) signed by a parent or a person named in the child's enrolment record as authorised to consent to administration of medication.
 - The name of the medication to be administered.
 - The time and date the medication was last administered.
 - The time and date or the circumstance under which the medication should be next administered.
 - The dosage of the medication to be administered.
 - The manner in which the medication is to be administered.

- If the medication is administered to the child:
 - The dosage that was administered.
 - The manner in which the medication was administered.
 - The name and signature of the person who administered the medication.
 - If another individual is required to check the dosage, the name and signature of that person.
- **A record of attendance for enrolled children**, including:
 - The full name of each child attending the service.
 - The date and time each child arrives and departs.
 - The signature of:
 - the person who delivers and collects the child when he or she arrives and departs or
 - the nominated supervisor or educator.
- **Child enrolment records**

The name, addresses and contact details of
 each known parent of the child
 any emergency contact
 any authorised nominee
 any person authorised to consent to medical treatment or administration of
 medication
 any person authorised to give permission to the educator to take the child off the
 premises

Details of any court orders, parenting orders or parenting plans
 Gender of the child
 Language used in the child's home
 Cultural background of the child and their parents
 Any special considerations for the child, such as cultural, dietary or religious requirements
 or additional needs
 Authorisations for:
 the approved provider, nominated supervisor or an educator to seek medical
 treatment and/or ambulance transportation for the child
 the service to take the child on regular outings

Name, address and telephone number of the child's registered medical practitioner or
 medical service
 Name, address and telephone number of the child's registered medical practitioner or
 medical service
 Medicare number (if available)
 Details of any specific healthcare needs of the child, including any medical conditions,
 allergies, or diagnosis that the child is at risk of anaphylaxis
 Any medical management plan, anaphylaxis medical management plan or risk minimisation
 plan
 Dietary restrictions
 Immunisation status
 If the approved provider or a staff member has sighted a child health record, a notation to
 that effect

In NSW, certificates for immunisation or exemption for the child, as required under *the Public Health Act 2010 NSW*

In VIC, certificates for immunisation, as required under the *Public Health and Wellbeing Act 2008 VIC* which excludes outside school hours care or school holiday care services.

- - **A record of the services compliance with the law**, including:
 - Details of any amendments of the service approval made by the Regulatory Authority including:
 - The reason stated by the Regulatory Authority for the amendment.
 - The date on which the amendment took, or takes, effect
 - The date (if any) that the amendment ceases to have effect.
 - Details of any suspension of the service (other than a voluntary suspension) including:
 - The reason stated by the Regulatory Authority for the suspension.
 - The date on which the suspension took, or takes, effect.
 - The date that the suspension ends.
 - Details of any compliance direction or compliance notice issued to the approved provider in respect of the service, including:
 - The reason stated by the Regulatory Authority for issuing the direction or notice
 - The steps specified in the direction or notice.
 - The date by which the steps specified must be taken.
 - This information must not include any information that identifies any person other than the approved provider.
 - A record of certified supervisors placed in day to day charge of the education and care service.

The approved provider must ensure that the documents referred to above in relation to a child enrolled at the service are made available to a parent of the child on request. In line with this, if a parent's access to the kind of information referred to in this documentation is limited by an order of a court, the approved provider must refer to the court order in relation to the release of information concerning the child to that parent.

The record of compliance referred to above must be available for access on request by any person.

Length of Time Records must be Kept

Our service will keep records for the following periods:

- If the record relates to an incident, illness, injury or trauma suffered by a child while being educated and cared for by the service, until the child is aged 25 years.

- If the record relates to an incident, illness, injury or trauma suffered by a child that may have occurred following an incident while being educated and cared for by the service, until the child is aged 25 years.
- If the record relates to the death of a child while being educated and cared for by the service or that may have occurred as a result of an incident while being educated and cared for, until the end of 7 years after the death.
- If the case of any other record relating to a child enrolled at the education and care service. Until 3 years after the last date on which the child was educated and cared for by the service.
- If the record relates to the Approved Provider, until the end of 3 years after the last date on which the approved provider operated the education and care service.
- If the record relates to the nominated supervisor or staff member of an education and care service, until the end of 3 years after the last date on which the nominated supervisor or staff member provided education and care on behalf of the service.
- In the case of any other record, 3 years after the date on which the record was made.

Storage of Records

Records made by our service will be stored in a safe and secure location for the relevant time periods as set out above and only made accessible to relevant individuals.

This location is the archive room at CPS (next to the art room).

If a service is transferred under the law, documents relating to a child must not be transferred without the express consent of the child's parents.

Confidentiality and Storage of Records

The approved provider will ensure that information kept in a record is not divulged or communicated through direct or indirect means to another person other than:

- The extent necessary for the education and care or medical treatment of the child to whom the information relates.
- A parent of the child to whom the information relates, except in the case of information kept in a staff record.
- The Regulatory Authority or an authorised officer.
- As expressly authorised, permitted or required to be given by or under any Act or law.
- With the written consent of the person who provided the information.

Sources

Privacy Act 1988

Education and Care Services National Regulations 2011

National Quality Standard

Review

The policy will be reviewed annually by the Out of School Hours Care subcommittee of School Council.

<u>Ratification Date</u> December 2019	<u>Review Date</u> Year 2020	<u>Version Number</u> 2	<u>Date Produced</u> October 2015
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