

Records Management Policy

2019

National Regulations

92	Medication Records
145	Staff Records
151	Records of Educators Working Directly With The Children
158	Children's attendance records to be kept by approved provider
161	Authorisations to be kept in enrolment record
162	Health information to be kept in enrolment record
165	Record of Visitors
180	Evidence of Prescribed Insurance
181	Confidentiality of Records kept by Approved Provider
183	Storage of Records and other documents

Rationale

Medowie Gumnut Preschool understands it has a responsibility to protect and manage records in a way that respects the privacy and confidentiality of all stakeholders, whilst maintaining business requirements. Legislation requires that families provide personal information to the service so that appropriate care can be taken of their children. The service will retain and use this information in accordance with regulatory, taxation and privacy requirements. Records that need to be retained will be filed or stored in a manner that protects them from unauthorised access. The service's Confidentiality/Privacy policy underpins the manner in which records are managed within the service.

Children's Needs

Records pertaining to children's health, learning, behaviour and other sensitive issues are only accessed by authorised persons, and used to support the child's learning and well-being.

Families' Needs

Security that private information given to the service re: income levels, family arrangements etc. are kept confidential;

* Knowledge about what is recorded about them and their children;

* Access to their own personal records.

Educator/Staff Needs

- * Personal records, details, appraisals are treated as confidential;
- * Knowledge about what is recorded about them;
- * Access to records that contain information about them

Management Needs

- * Maintenance of all records required to be kept by law;
- * Safe storage of records for the required periods;
- * No unauthorised access to records.

Who is affected by this Policy?

- * Management
- * Educators
- * Children
- * Families

Strategies for Policy Implementation

Displaying information

- * The approved provider will display the following prescribed information required by the Education and Care Services National Law Act, in a prominent position at or near the main entrance to the service:
 - o Provider approval information;
 - o Service approval information;
 - o Nominated supervisor information;
 - o Any service waivers or temporary waivers held by the service;
 - o Hours, days of operation of the service;
 - o Name, telephone number of the person at the service to whom complaints may be addressed;
 - o Name and position of the responsible person in charge of the service;
 - o Contact details of the regulatory authority;
 - o Notice regarding enrolment of a child at the service at risk of anaphylaxis (if applicable);
 - o Notice of an occurrence of an infectious disease at the service

Maintaining records

The service will maintain an efficient record keeping system by adhering to the following strategies:

- o Setting up an organised filing system;
- o Documenting what records are kept, what they contain, where they may be accessed, and by whom;
- o Updating records regularly;
- o Ensuring records can be understood by all authorised persons;
- o Establishing strategies to check accuracy of records;
- o Cross-referencing records to ensure all required information is kept; o Documenting where back-up records are stored.

Access and security

Security of records will be maintained through

- * Using secure computer passwords that are regularly changed;
 - * Using lockable filing cabinets;
 - * Installing a monitored security system for the service (if required);
 - * Following procedures to check individuals identity before granting access to records;
 - * Storing records in an area that is away from those who do not need to access it;
 - * Storing back-ups of important records in a secure place off-site;
 - * Discussing security procedures regularly with educators/employees.
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- * During orientation the service will provide relevant information to educators/employees and families about which records are kept and how they are protected within the service.
 - * A Confidentiality Statement will be attached to all forms that require families to provide personal information.
 - * Clear guidelines on who has access to what records will be provided by the service for educators/employees and families. These guidelines will be available at all times at the service.
 - * Records relating to enrolled children are maintained in an up-to-date form in a secure area at the service. These records are only accessed by authorised personnel or the enrolled child's family.
 - * Records relating to staff qualifications, evidence of enrolment in training, criminal record checks, working with children check/card, medical clearances, and timesheets will be maintained and provided to the regulatory authority on request.

Retaining records

The service will retain records for the periods required in accordance with:

- o Taxation laws – records kept for 5 years

- * Fair Work Act – employee records kept for 7 years
- * FamilyAssistanceLaw–records kept for 3 years
- * Education and Care Services National Law Act 2010
 - Accident/Illness/Injury/Trauma – records for children to be kept until child reaches 25 years of age
 - Death of a child – records to be kept for 7 years
 - Any other record required to be kept for 3 years
- * Records relating to former enrolled children are archived in a safe and secure location.
- * Information about where archived records are stored is kept at the service.
- * Records that are no longer required to be kept by the service and which are considered to have no historical importance will be destroyed by being burned or shredded.
- * Records of a business or historical interest will be kept by the service (eg: Annual Reports, important correspondence sent/received, Business Plans, Marketing Plans).
- * Refer to Confidentiality Policy in regard to collection, storage and access to personal information provided to the service.

Sources

- * Early Childhood Australia: <http://www.earlychildhoodaustralia.org.au/>
- * Fairwork: <http://www.fairwork.gov.au/Pages/default.aspx>
- * Privacy Act: <http://www.privacy.gov.au/law/act>
- * Safework Australia: <http://safeworkaustralia.gov.au/Pages/default.aspx>
- * The Australian Children's Education & Care Quality Authority: <http://www.acecqa.gov.au/>
- * Early Childhood Australia (ECA)(2005) – The Code of Ethics – sourced June 2012 from www.earlychildhoodaustralia.org.au/code_of_ethics

Review

Last Reviewed: January 2019

Date for Next Review: January 2020