

Maintenance of Records

Policy Considerations

- National Quality Standards/Elements: 1.3 (Assessment and planning), 7.1 (Governance)
- Funding Agreement
- Child Care Subsidy (CCS)
- Accident records, Insurance requirements
- Child Care and Protection Act
- Privacy Act
- Australian Privacy Principles

Procedure

1. Staff and management will ensure that all required records are obtained, maintained, updated and kept in the nominated secure place.
2. All records are to be kept confidential and only made available to the following persons
 - a. Appropriate Kids Biz Holidays representatives, Service Coordinator
 - b. Primary Contact Staff
 - c. Authorised officers from Government departments
 - d. Persons authorised by law
 - e. Parent/Guardian of child and any other persons authorised in writing
3. All sensitive documents relating to staff will only be made available to the individual staff member, the Coordinator, Management Team and police if required.
4. All documents relating to fee payments and CCS will only be made available to the parent/guardian or approved persons enrolling the child, relevant staff members and authorised Government officers.
5. No member of staff may give information on matters relating to children to anyone other than to the customer who has completed and provided signatory on the enrolment form. Exceptions are made:
 - a. For normal information exchange among staff and management for the daily operation of the Service and wellbeing of the staff and children.
 - b. If required to do so in a court of law when subpoenaed or for any other purpose required or authorised by law
 - c. If the welfare of the child is at risk the appropriate government agencies may be contacted.
6. No member of staff may give information on matters relating to staff to anyone except in normal information exchange among staff and management for the daily operation of the Service and wellbeing of the staff and children, or when required to do so by law.

RECORDS TO BE KEPT WILL BE

In relation to daily operations:

- Full enrolment forms containing information as required under regulation 160-162 of the National Regulations, to be kept in alphabetical order. Kept until the end of three years after the child's last attendance at the Service.
- Daily records of attendance including a roll taken by the staff and the sign in/out records recording the time of arrival and departure. Kept until the end of three years after the child's last attendance at the Service.
- Communication book recording specific information that the staff need to be aware of, to fully cater for the children in their care.
- Accident/illness record containing nature of accident or illness; who attended to the child and what course of action was taken.

Reviewed on:	14/07/2020	Approved on:	15/07/2020
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Note - Accident and illness records will be kept until the child turns 25.

- Medication Records containing parent's requirements and signature, medication used, the date, time and dosage of administration, the person who administered it, and the person who witnessed the administration.
- Written program indicating daily activities in the Service.

In relation to fees

- Child Care Subsidy (CCS) records will be kept for a period of 3 years.
- Amount owing records indicating fees due, and any outstanding fees, along with procedures undertaken to retrieve outstanding fees.
- Accounting documents and all records relating to fees accounting and bank statements are to be kept for a period of 7 years.

In relation to staff

- Staff employment details indicating personal details, date of employment, hours of work, position title and job description, resume and references, date for review, and any discipline or grievance procedures.
- Staff wages, holiday and sick leave entitlements.
- Time and wage records are to be kept for a period of 7 years.
- Union and Superannuation details
- Occupational Health and Safety details

In relation to management

- Management structure including position titles and duties and current persons holding the positions.
- Policy booklet including Service details, philosophy and policies.
- Insurance and financial details
- Insurance documents will be kept for a period of 7 years.
- Funding and other relevant agreements such as school/hall usage etc.
- All records relating to funding will be kept for a period of 7 years.
- All records are to be kept neat and tidy, updated as required and appropriate information passed on to any new staff or management member.
- All records which are required to be kept for an extended period of time, will be stored securely in the designated place and shall not be removed without the knowledge of the management and only to those who are legally required to obtain the information.

Document Version Control

Version Date	Changes
05/12/2018	Full review
23/08/2019	Record storage timeframes updated
27/08/2019	Document version history added
14/07/2020	Full review

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