

TITLE:**Management of Records Procedure**

Policy/policies	<ul style="list-style-type: none"> • Administration of First Aid • Code of conduct • Delivery of children/collection of children/parental access • Confidentiality Procedure • Excursions • Incident, injury, trauma and illness • Determining responsible person • Keeping a register of FDC educators • Authorisations and refusals • Dealing with health and medical conditions • Administering on medications
Regulation/s/ Standards	National Regulations 160-164, 178-179, 182-183. NQS 7.1.2
Date effective	September 2017
Date for review	September 2019
Purpose	To protect the interests of children, families and staff and the integrity of business records whilst maintaining ongoing compliance with National Law and Regulations.
Responsibility	Directors, Management, Staff, Educators, and Relief Educators

Key information:

Directors, Management, Staff, Educators and Relief Educators must ensure that records for which they are responsible are:

- Up to date
- Accurate and
- Include all information required, and

Obligations:

- It is the obligation of all partners in Armidale & District Family Day Care to maintain the integrity of confidential information obtained by the service and by individuals in the course of undertaking their duties;
- The obligation not to misuse confidential information arises even if there is no contractual relationship between the partners.

Procedures

- To keep personal information obtained by AFDC secure and confidential, all partners must only disclose information obtained in the course of providing education and care when the disclosure is:
 - relevant to the purpose for which the information was obtained,
 - necessary to prevent or lessen a threat to life or health,
 - consented to in writing by the person providing the information,
 - mandatory under the Children (Care and Protection) Act 1998, or
 - Information Exchange Child Protection- sharing information with other agencies that relates only to the safety, welfare and wellbeing of a child or young person.
- AFDC must only collect information necessary for the effective operation of AFDC.
- Provide a copy of records (unless prevented by a court order) when requested,
- Store information and records in a secure manner to prevent accidental or purposeful access by unauthorised persons,
- Amend incorrect or misleading information and update records as required, e.g. health records, court orders etc and
- Inform the Board of Directors of AFDC and relevant partners where confidentiality has been breached through theft, loss of data, or accidental or deliberate acts.

Retention of Records

AFDC will retain records for the periods required in accordance with:-

- Australian Tax Office Legislation- 5 years
- Fair Work Act- 7 years for employee records
- Family Assistance Law- 3 years
- Education and Care Services National Law Act- Incident, Illness, Injury and Trauma (25 years), Death of a Child (7 years), any other record (3 years)
- ASIC Legislation- Minutes of Board, Special and General Meetings (5 years), Financial Reports and Associated documentation (5 years) Annual ASIC reports and Notices of Change to Company Directors.

Displaying Information

AFDC will display the following prescribed information required by the Education & Care Services National Law Act, in a prominent position at the Coordination Unit and Educator's Service:

- provider approval information
- service approval information
- nominated supervisor information
- any service waivers or temporary waivers held by AFDC
- hours and days of operation of AFDC
- name and telephone number of the person at the service to whom complaints may be addressed
- contact details of the regulatory authority
- notice regarding enrolment of a child at risk of anaphylaxis (if applicable)
- notice of an occurrence of an infectious disease at the service (if applicable)