

ARMIDALE & DISTRICT FAMILY DAY CARE

Management of Records Procedure

Related documentation Policy:	<ul style="list-style-type: none">• Administration of First Aid• Authorisations and Refusals• Code of Conduct• Confidentiality Procedure• Deliver of children to/collection of children/parental access• Dealing with medical conditions• Determining the responsible person• Excursions• Keeping a register of FDC Educators
Regulation/s/ Standards:	<ul style="list-style-type: none">• National Regulations 160-164, 178-179, 182-183.• NQS: 7.1.2.
Date effective	December 2019
Date for review	December 2021
Purpose	To ensure compliance with the National Law and Regulations, Commonwealth Family Assistance Act, ATO, ASIC & Fair Work Australia legislation whilst protecting the interests and privacy of Educators, families, children and staff.
Responsibility	Directors, management, staff and Educators

Key Information:

Directors, management, staff and Educators must ensure that the records they maintain are:

- Accurate and comprehensive;
- Maintained securely, and
- Retained for an appropriate period.

Confidentiality

- It is the obligation of all partners in Armidale & District Family Day Care Limited (AFDC) to maintain the integrity of confidential information obtained by the service and by all individuals in the course of operating AFDC;
- The obligation not to misuse confidential information exists even if there is no contractual relationship between partners.

Procedures:

- Directors, management, staff and Educators must only disclose information obtained in the course of providing education and care when the disclosure of that information is:
 - Relevant to the purpose for which the information was obtained;
 - Consented to in writing by the person from whom the information was obtained;
 - Mandatory under the Children (Care and Protection) Act 1998, Chapter 16A, and/or
 - Necessary to lessen or prevent threat to life or health.
- AFDC must only collect that information which is necessary for the effective delivery of education and care;
- AFDC will provide copies of an individual's records to them upon request (unless prevented from doing so by court order);
- Records will be stored in a secure manner to prevent accidental or purposeful access by unauthorised persons;
- Records will be updated as required (e.g. Immunisation histories) and incorrect information will be amended upon request from an authorised person;

Breaches of Confidentiality

- Should the confidentiality of records be breached through theft or loss, the parties to whom the records refer will be informed, as will AFDC's Board of Directors;
- Where records are found to have been stolen, a full report will be made Police and the Regulatory body.

Retention of Records

AFDC will retain records in accordance with pre-existing legislation:

Legislation	Type of Record	Number of Years
Australian Tax Office	Financial & Payroll	Five years
Australian Securities & Investments Commission	Minutes of General & Board Meetings Audited Financial Statements Annual Reports & Changes to Company Directors	Five Years
Education & Care Svcs. National Law Act 2010	Accident, injury, trauma notifications for children Death of child All other regulatory records	Until child involved is 24 years old Seven years Three years.
Fair Work Australia	Employee Records	Seven Years
Family Assistance Law	Attendance Records Child Care Subsidy (Benefit) Records	Three Years