

## ARMIDALE OUT OF SCHOOL HOURS CARE

### *Management of Records Procedure*

<b>Policy/policies</b>	Administration of First Aid, Code of Conduct Delivery and Collection of Children/Parental Access, Excursions, Incident, Injury, Trauma and Illness, Determining Responsible Person, Authorisations and Refusals
<b>Regulation/s/ Standards</b>	National Regulations 160-164, 178-179, 182- 183. National Quality Standards 7.3.1, 7.3.2
<b>Other procedures</b>	Administering Medication
<b>References:</b>	Australian Tax Office DESE Childcare Handbook, 2021 Fair Work Ombudsman ACECQA
<b>Date effective</b>	August 2022
<b>Date for review</b>	August 2024
<b>Purpose</b>	To protect and manage records in a way that respects the privacy and confidentiality of all stakeholders, whilst meeting all Commonwealth and State legislative requirements
<b>Responsibility</b>	Directors, Management and the Nominated Supervisor

#### **Key information:**

Armidale Out of School Hours Care Board of Directors, Management and Nominated Supervisor come into possession of important and sensitive information relating to our community. This information includes, but is not limited to, data about directors, employees, families and children.

Commonwealth and State legislation requires that our community partners provide us with personal information or a number of reasons, including:

- So that appropriate care may be taken of children
- So that the sponsoring body, Armidale & District Family Day Care Ltd. (AFDC), can effectively manage the employment of staff, and
- The maintenance of communication channels with Commonwealth departments such as the Child Care Subsidy portal and the Family Assistance Office.

#### **Procedures:**

- The Management of AFDC will protect the interests of children, families and staff, and protect the integrity of business records by keeping appropriate and accurate records for the required time periods set down by law.

- All current and archived records kept by AFDC will be protected from unauthorised access in accordance with AFDC's Privacy and Confidentiality policies and procedures.

### **Displaying Information:**

Armidale Out of School Hours Care 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 the service
- Hours and days of operation of the service
- 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)

### **Documentation**

AFDC, as sponsoring body, will must maintain an efficient record keeping system by adhering to the following strategies:

- Keeping an organised filing system (all possible documents will be scanned to our cloud-based programmes)
- Monitoring documenting retained, what is contained, where they can be accessed and by whom
- Updating records regularly
- Ensuring records can be understood by all authorised persons

### **Access to and Security of records**

Security of records will be maintained through:

- using secure computer passwords
- following procedures to check individual's identity before granting access to records
- Ensuring that documents are not available for public scrutiny on desks or workstations
- Backups of important records stored in a secure place offsite
- All enrolling families informed of the Confidentiality and Privacy Policies
- Records relating to enrolled children maintained in a secure area of the service. These records will only accessed by authorised persons or the enrolled child's family
- Records of staff qualifications, evidence of enrolment in training, working with children checks, etc. maintained securely and available to regulatory authorities upon request

## **Retaining Records**

AFDC must retain records for the periods required in accordance with:

- Australian Tax Office - records kept for 5 years
- Fair Work Act - employee records kept for 7 years
- Family Assistance Law – records kept for 3 years
- Education and Care Services National Law Act 2010
- Minor / Play session Accident, Illness/Injury/Trauma Notifications for children will be kept until child reaches the age of 25
- Death of a child – records will be kept for 7 years,
- Any other records will be kept for 3 years.