

## ARMIDALE & DISTRICT FAMILY DAY CARE

### MANAGEMENT OF RECORDS PROCEDURE

<b>Related documentation Policies</b>	Authorisations and Refusals Policy Complaints Handling Policy Dealing with Medical Conditions Policy Determining the Responsible Person Policy Emergency Evacuation & Lockdown Policy Excursion Policy Keeping a Record of the Responsible Person Privacy Policy Visitors Policy Children’s Sleep and Rest Policy
<b>Regulation/s/ Standards:</b>	Education and Care Services National Regulations 158 - 162, 177 - 184 National Quality Standard 7.1
<b>Related procedures:</b>	Administering Medication Procedure Confidentiality Procedure De-Registration of an Educator Procedure
<b>References:</b>	ACECQA Department of Education Child Care Handbook Australian Tax Office Fair Work Ombudsman
<b>Date effective</b>	June 2024
<b>Date for review</b>	June 2027
<b>Purpose</b>	To manage and protect records in a way that respects the confidentiality and privacy of all partners, whilst meeting Commonwealth and State legislative requirements.
<b>Responsibility</b>	Management, Nominated Supervisor, Coordinators, Educators, Educational Leader.

**Key information:**

Armidale & District Family Day Care comes into the possession of important and sensitive information regarding members of our community, including but not limited to Directors, employees, Educators, families and children.

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

- So that education and care may be provided to 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 ACECQA and Commonwealth Departments such as the Child Care Subsidy Portal and the Australian Tax Office.

**Procedures:**

Management will protect the interests of children, families, Educators, Directors and staff by keeping appropriate records for the required time set down by law.

Management will use our best endeavours to maintain accurate business records and to protect their integrity.

All current and archived records will be protected from unauthorised access in accordance with AFDC's Privacy Policy and Confidentiality Procedure.

**Displaying Information:**

Armidale & District Family Day Care will display the following information required by the Education & Care Services National Law in a prominent place in the Coordination Unit and will ensure that it is also displayed in Educators' services:

- 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 or asthma (if applicable).
- Notice of an occurrence of an infectious disease at the service (if applicable).

**Documentation**

AFDC, as sponsoring body, will 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 programs).
- Monitoring documents retained, the information they contain, where they can be accessed and by whom.
- Updating records regularly, ensuring that records are legible and can be understood by all authorised persons.

## **Security of and access to Records**

Security of records will be maintained through:

- Using secure computer passwords.
- Having procedures in place to check an individual's identity before granting them access to records.
- Ensuring that documentation is not available for public scrutiny on desks and workstations.
- Ensuring that backups of important records are stored in a secure place off site.
- Informing all enrolling families and newly registered Educators of the Company's Privacy Policy and Confidentiality Procedure.
- Securely maintaining records of staff qualifications, evidence of training, Working With Children Checks, etc. and ensuring that they are available to the Regulatory Authority upon request.

## **Retention of Records**

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

- Australian Tax Office - Records to be retained for 5 years
- Fair Work Australia - Employee Records to be retained for 7 years
- Family Assistance Law - Records to be retained for 3 years
- Education and Care Services National Law 2010
  - Minor Accident, Illness, Injury, Trauma Notifications - to be retained until the child reaches the age of 25
  - Death of a Child - Records to be retained for 7 years
- All other records to be retained for 3 years.