

ARMIDALE FAMILY DAY CARE

MANAGEMENT OF RECORDS PROCEDURE

Related documentation Policies	Authorisations and Refusals, Complaints Handling, Dealing with Medical Conditions, Determining the Responsible Person, Emergency Evacuation & Lockdown, Excursion, Keeping a Record of the Responsible Person, Privacy, Visitors, Children's Sleep and Rest, Safe Use of Digital Technologies and Online Devices.
Regulation/s/ Standards:	Education and Care Services National Regulations 158 - 162, 177 - 184 National Quality Standard 7.1
Related procedures:	Administering Medication, Confidentiality, De-Registration, Photo and Camera.
References:	ACECQA, Department of Education, Australian Tax Office, Privacy Act 1988, - safety Commissioner, Office of the Australian Information Commissioner, Fair Work Ombudsman.
Date effective	November 2025
Date for review	November 2028
Purpose	To manage and protect all records in a way that respects the confidentiality and privacy of all partners, whilst meeting Commonwealth and State legislative requirements.
Responsibility	Directors, Management, Nominated Supervisor, Coordinators, Educators, Educational Educator Assistants.

Key information:

Armidale Family Day Care (AFDC) comes into the possession of and is responsible for the safe and secure management of, important and sensitive information regarding members of our community, including but not limited to Directors, Educators, Staff, families and children.

Commonwealth and State legislation requires that our stakeholders 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

- For the maintenance of communication channels with a range of bodies, including but not limited to ACECQA, the NSW Department of Education, the Family Assistance Office and the Australian Tax Office.

AFDC Software Programs

AFDC captures and stores significant levels of personal; and confidential information on a range of software programs which are accessed through service devices.

Access to all software programs is password protected, each user has an individual account and secure login, information is backed up regularly to a cloud storage system and the personal information of individuals is archived appropriately when no longer required.

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 relating to AFDC 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).
- A Short Form Compliance and Quality History obtained from the ECEC Regulatory Authority.

Documentation

AFDC Ltd., 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.

Records of Authorisation of Service-authorised Devices

The Authorised Provider must:

- Review records of Authorisations of Service-authorised devices used by Nominated Supervisors, Educators and Educator Assistants, on a regular basis (at least three monthly), and
 - Must retain records of these Authorisations of Service-authorised devices for a period of three years.

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.
- Providing all enrolling families and newly registered Educators with access to AFDC Policies and Procedures, including our 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
 - Reportable 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.