

▲ RECORD KEEPING AND RETENTION

▲ NQS

Element 1.3.3 Families are informed about the program and their child's progress.

Element 6.1.1: Families are supported from enrolment to be involved in the service and contribute to service decisions

Element 7.1.1: A statement of philosophy guides all aspects of the service's operations

Element 7.1.2 Systems are in place to manage risk and enable the effective management and operation of a quality service.

Education and Care Services National Regulations: 158;160;161-162;165; 167; 168(2);173-176; 177;180; 181;183-184

▲ PURPOSE

To ensure that FROEBEL has systems in place to maintain all records in accordance with regulatory requirements.

▲ PROCEDURES

RECORDS TO BE KEPT IN RELATION TO EDUCATORS

Centre's Nominated Supervisors:

- The full name, address, and date of birth.
- Evidence of any relevant qualifications held by the Nominated Supervisor.
- If applicable, evidence that the Nominated Supervisor is actively working towards that qualification. If this is the case, the following must be recorded:
 - Proof of enrolment.
 - Documentary evidence that the Nominated Supervisor has commenced the course, is making satisfactory progress towards the completion of the course, is meeting the requirements of maintaining the enrolment.
 - For Nominated Supervisors who are working towards the completion of a Diploma level education and care qualification, proof that they hold an approved Certificate III level education and care qualification or has completed the units of study in an approved Certificate III level education and care qualification determined by ACECQA.
 - If the education and care service is in a jurisdiction with a working with children law or a working with vulnerable people law, a record of the identifying number of the current check conducted under that law and the expiry date of that check, if applicable, unless paragraph (e) applies.



- if the nominated supervisor is a teacher registered under an education law of a participating jurisdiction and has provided proof of that registration, a record of the identifying number of the teacher registration and the expiry date of that registration.
- Evidence of any approved training (including first aid training) completed by the Supervisor.
- Proof of a verified Working with Children Check number.

Other staff members:

- The full name, address and date of birth.
- Evidence of any relevant qualifications.
- If applicable, evidence that the staff member is actively working towards that qualification. If this is the case, the following must be recorded:
 - Proof of enrolment.
 - Documentary evidence that the staff member has commenced the course, is making satisfactory progress towards the completion of the course, is meeting the requirements of maintaining the enrolment
 - For staff members who are working towards the completion of a Diploma level education and care qualification, proof that they hold an approved Certificate III level education and care qualification or have completed the units of study in an approved Certificate III level education and care qualification determined by ACECQA.
 - Record of ECT registration and expiry date if employed in the role as ECT in NSW and VICTORIA
- Evidence of any approved training (including first aid training) completed by the staff member.
- Proof of a verified Working with Children Check number.
- Proof of verified police check for relevant employees in participating jurisdictions

Educational Leader:

- The name of the educator who is appointed must be displayed on provider information.

Students and Volunteers:

- The full name, address and date of birth of each student or volunteer.
- The Approved Provider must also keep a record for each day on which the student or volunteer participates in the Centre, the date and hours of participation.

Responsible Person:

- The staff record must include the name of the responsible person at the Centre-based service for each time that children are being educated and cared for by the Centre.

Educators working directly with children:

- The name of each educator.
- The hours that each educator works directly with children. Please note that a staff roster or time sheet are a sufficient record of this.

Early childhood teacher/s:

- The approved provider of a Centre-based service that provides education and care to 25 or more children preschool age or under must ensure that a record is kept of the period that an early childhood teacher is in attendance at the Centre.

RECORDS RELATING TO ENROLLED CHILDREN

- Documentation relating to child assessments or evaluations for delivery of the education program, including:
 - Assessments of the child's developmental needs, interest's experiences, and participation in the education program.
 - Assessments of the child's progress against the outcomes of the educational program.

An Incident, Injury, Trauma and Illness Record (within Incident, Injury, Trauma and Illness Policy), including:

- **Details of any incident** in relation to a child or injury received by a child or trauma to which a child has been subject while being educated and cared for by the Centre. The following must be included:
 - The name and age of the child.
 - The circumstances leading to the incident, injury or trauma.
 - The time and date the incident occurred, the injury that was received or the child was subjected to the trauma.
- **Details of any illness** which becomes apparent while the child is being educated and cared for by the Centre. The following must be included:
 - The name and age of the child.
 - The relevant circumstances surrounding the child becoming ill and any apparent symptoms.
 - The time and date of the apparent onset of the illness.
- **Details of the action taken** by the Centre in relation to any incident, injury, trauma or illness which a child has suffered while being educated and cared for by the Centre. The following must be included:
 - Any medication administered, or first aid provided
 - Any medical personnel contacted.
- Details of any person who **witnessed** the incident, injury or trauma
- The name of any person who the education and care service notified or attempted to notify of any incident, injury trauma or illness a child has suffered at the Centre and the time and date of the notification and notification attempts.
- The name and signature of the person making an entry in the record and the time and date that the entry was made.
- This record must be completed as soon as is practicable, but not later than 24



hours after the incident, injury, trauma or onset of illness occurred.

Medication records

- The name of the child
- The authorisation to administer medication (including self-administration if applicable) signed by a parent or a person named in the child's enrolment record as authorised to consent to administration of medication.
- The name of the medication to be administered.
- The time and date the medication was last administered.
- The time and date or the circumstance under which the medication should be next administered.
- The dosage of the medication to be administered.
- The manner in which the medication is to be administered.
- The name and signature of the person who administered the medication.
- If another individual is required to check the dosage, the name and signature of that person.

A record of attendance for enrolled children

- Each child is electronically signed in and out through a QK Kiosk station which parents/guardians and authorised nominees can access with their individual code.
 - The full name of each child attending the Centre.
 - The room the child is currently booked in.
 - The date and time each child arrives and departs.
 - The name of the authorised person who has signed the child in and out.

Child enrolment records which include the following:

- The full name, date of birth and address of the child.
- The name, address and contact details of:
 - Each known parent of the child
 - Any person who is to be notified of any emergency involving the child if any parent of the child cannot be reached immediately
 - Any person who is an authorised nominee
 - Any person who is authorised to consent to medical treatment of, or to authorise administration of medication to the child.
 - Any person who is authorised to authorise an educator to take the child outside the education and care Centre premises.
- Details of any court orders, parenting orders or parenting plans provided to the approved provider relating to powers, duties, responsibilities or authorities of any person in relation to the child or access to the child.
- Details of any other court orders provided to the approved provider relating to the child's residence or the child's contact with a parent or other person.
- Gender of the child
- Language used in the child's home
- Cultural and religious background of the child and parents (if applicable)
- Any special considerations for the child (e.g. cultural, religious, dietary)

requirements or additional needs)

- Authorisations signed by a parent or a person named in the enrolment record as authorised to consent to the medical treatment of the or nominated supervisor to seek:
 - Medical treatment for the child from a registered medical practitioner, hospital or ambulance service.
 - Transportation of the child by any ambulance service
- Authorisation to take the child on regular outings.
- The name, address and telephone number of the child's registered medical practitioner or medical service.
- The child's Medicare number if available.
- Details of any specific healthcare needs of the child including any medication conditions or allergies including whether the child has been diagnosed as at risk of anaphylaxis, including details of any medical management plan.
- Details of any dietary restrictions for the child the immunisation status of the child
- A notation that states that a staff member or approved provider has sighted a child's health record.

A record of the Centre's compliance with the law, including:

Details of any amendments of the service approval made by the Regulatory Authority including:

- The reason stated by the Regulatory Authority for the amendment.
- The date on which the amendment took, or takes, effect
- The date (if any) that the amendment ceases to have effect.
- Details of any suspension of the Centre (other than a voluntary suspension) including:
 - The reason stated by the Regulatory Authority for the suspension.
 - The date on which the suspension took, or takes, effect.
 - The date that the suspension ends.
- Details of any compliance direction or compliance notice issued to the approved provider in respect of the Centre, including:
 - The reason stated by the Regulatory Authority for issuing the direction or notice
 - the steps specified in the direction or notice.
 - The date by which the steps specified must be taken.
- This information must not include any information that identifies any person other than the Approved Provider.
- A record of Responsible Person placed in day-to-day charge of the education and care Centre.

The Approved Provider must ensure that the documents referred to above in relation to a child enrolled at the Centre are made available to a parent of the child on request. In line with this, if a parent's access to the kind of information referred to in this documentation is limited by an order of a court, the Approved Provider must refer to the court order in relation to the release of information concerning the child to that parent.

The record of compliance referred to above must be available for access on request by any person.

LENGTH OF TIME RECORDS MUST BE KEPT

Our Centre will keep records for the following periods:

- If the record relates to an incident, illness, injury or trauma suffered by a child while being educated and cared for by the Centre, until the child is aged 25 years.
- If the record relates to an incident, illness, injury or trauma suffered by a child that may have occurred following an incident while being educated and cared for by the Centre, until the child is aged 25 years.
- If the record relates to the death of a child while being educated and cared for by the Centre or that may have occurred as a result of an incident while being educated and cared for, until the end of 7 years after the death.
- If the case of any other record relating to a child enrolled at the education and care Centre. Until 3 years after the last date on which the child was educated and cared for by the Centre.
- If the record relates to the Approved Provider, until the end of 3 years after the last date on which the approved provider operated the education and care Centre.
- If the record relates to the nominated supervisor or staff member of an education and care Centre, until the end of 3 years after the last date on which the nominated supervisor or staff member provided education and care on behalf of the Centre.
- In the case of any other record, 3 years after the date on which the record was made.

STORAGE RECORDS

Records made by our Centre will be stored in a safe and secure location for the relevant time periods as set out above and only made accessible to relevant individuals.

The physical repositories of personal information about enrolled children and their families are located in a secure online filing system. Some documents are in a locked filing cabinet in the Centre Director's office.

Staff records are stored in a secure online filing system. Some documents are stored in locked filing cabinet in the Company Director's office of the Approved Provider.

If a Centre is transferred under the law, documents relating to a child must not be transferred without the express consent of the child's parents.

CONFIDENTIALITY AND STORAGE OF RECORDS

The Approved Provider will ensure that information kept in a record is not divulged or communicated through direct or indirect means to another person other than:

- The extent necessary for the education and care or medical treatment of the child to whom the information relates.



- A parent of the child to whom the information relates, except in the case of information kept in a staff record.
- The Regulatory Authority or an authorised officer.
- As expressly authorised, permitted or required to be given by or under any Act or law.
- With the written consent of the person who provided the information.

SOURCES AND FURTHER READING

- Privacy Act 1988
- Education and Care Services National Regulations

▲ National Quality Standard

ASSOCIATED POLICIES

- Enrolment and Orientation
- Hygiene and Infection Control
- Immunisation and Health Related Exclusion
- Inclusion statement
- Medication
- Medical Conditions Policy
- Privacy and Confidentiality

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• Staffing Arrangements

POLICY REVIEW

- The Centre (together with educators/carers) will review this policy every 12 months.
- The Approved Provider and Centre Director ensure that at all times all educators maintain and implement these policies and procedures.
- Families are encouraged to collaborate with the Centre to review the policy and procedures.
- **Last review:** 27.06.2023
- **Next review due:** 27.06.2024