

RECORD KEEPING POLICY

AIM

To ensure true and accurate records are kept.

IMPLEMENTATION

Leadership will:

- Review and implement this policy.

Admin will:

- Ensure that parents / guardians and staff are informed of the need for collection of information (Refer to Confidentiality Policy) and that records are kept to comply with legislation.
- Ensure the following information is kept on site for the duration of time the records must be kept:

○ Enrolment, attendance, receipts, CCB	3 years
○ Families assessment notices	3 years
○ Accounting	7 years
○ Tax	7 years
○ Bank statements	7 years
○ Insurance	7 years
○ EFTPOS slips	1 year
○ Children's Incident/ Accident/ Medication/ Illness	Until the child is 25
○ Child information/records	Centre Decision
○ Governing Council meeting minutes	Life of Centre
○ Wages and Superannuation	Indefinitely
○ Staff records e.g. sign in/out sheets	7 years
- Ensure records are stored in locked cabinets.
- Ensure files are archived on-site at regular periods (end of term, end of year) or when they are no longer needed (child leaves site etc.)
- Ensure files are stored in accordance with DECD archiving procedures including off-site archiving. Information pertaining to record management can be found at <http://www.decd.sa.gov.au/rmp/pages/cg0000941/RMServices/>

EVALUATION:

This policy is viewed to be working effectively when:

- Records kept comply with legislation and record keeping time frames are checked regularly for changes.

Procedure Form:

Records and documents required to be kept

National Quality Standards:

7. Leadership and Service Management

7.3.3. Records and information are stored appropriately to ensure confidentiality and are available from the service and are maintained in accordance with legislative requirements.

Record of Policy Adoption and Amendment:

Version	Date	Details	Author	Approver
1.0	January 2011	Policy adopted.	Ocean View CC Policies	Governing Council
2.0	June 2012	Policy circulated to Policy Review Committee and staff for review and suggested amendments identified, including; <ul style="list-style-type: none"> • NQF regulations • Inclusion as an attachment the Records and documents to be kept (Reg 183 pg 117) 	K Cook	Policy Review Committee
2.1	Nov 2014	Layout changed	P Murray	
	March 2016	Added information from Governance Policy about storing records		

Last Review: November 2016

Review:

To be reviewed bi- annually by the Assistant Director and any recommended amendments endorsed by the Policy Review Committee.

Source:

Child Care Management Service Handbook 2011 Resource

Network SA- record retention requirements in LDC

ACECQA – Records and documents required to be kept (Regulation 183 pg 117 of the guide)