

RECORD KEEPING POLICY

AIM

To ensure true and accurate records are kept.

IMPLEMENTATION

Leadership will:

- Review and implement this policy.
- Ensure record keeping follows the Department's 5 objectives of record keeping (digital first, data is shared and easily accessed, governed well, managed according to risk, transparency)

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 digital records are kept in predictable and easily accessible places on the site drives.
- Oversee archiving of both digital and physical files
- Keep confidential files in places only accessible by site Leadership i.e. in locked cupboard, rooms or for digital files on the Data 3.
- Ensure up to date files are available on digital drives including archiving documents or folders that must be kept for records but are inaccurate, out of date or superseded.
- Ensure the following information is kept on site for the duration of time the records must be kept:

○ Attendance records	12 months
○ Enrolment, 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
○ Records relating to hiring and use of consultants, contractors and suppliers for minor and routine WHS tasks	8 years
○ Records relating to hiring and use of consultants, contractors and suppliers for substantive tasks	17 years
○ Records relating to the management of complaints by staff or volunteers about WHS matters affecting them personally	17 years
○ Records relating to hiring and use of consultants, contractors and suppliers for outsourcing that is the subject of major public interest and debate	Cannot be destroyed
- 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.

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

Record of Policy Adoption and Amendment:

Version	Date	Details	Author	Approver
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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 Sept 2020	Added information from Governance Policy about storing records Updated to include record keeping for digital records from Department updates to Information and records management policy	P Murray	

Last Review: 3rd November 2022 **Review:** Review bi- annually by Assistant Director/Policy 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)