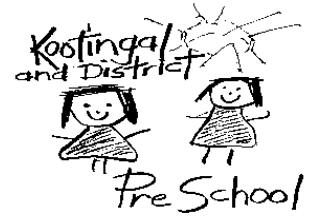


Quality Area 7: Governance and leadership

Record Keeping



Introduction

Kootingal and District Preschool has a responsibility to the maintenance of accurate and up-to-date records. We aim to maintain and manage appropriate records in a private and confidential manner, working in accordance with legislative requirements and best practice standards.

Goals – What are we going to do?

Ensure systems are in place to review existing record-keeping practices and implement changes to ensure that the requirements of government and statutory bodies are being met. It is also a feature of effective and ethical management practice to ensure that good records are kept. Kootingal and District Preschool will endeavor to make all record keeping practices environmentally sustainable.

Strategies – To achieve our goals

Education and Care Services National Law

Section 175 of the *Education and Care Services National Law Act 2010* requires a service to keep various types of records for compliance under the Act. These include documents such as 'attendance records, child enrolment records, medication records, accident, injury, trauma (including death of a child) and illness records, staff records and rosters, records of the educational programs provided by the service including access to early childhood teachers, and a record of the service's compliance history'. The Act requires that these records/documents are kept in a safe and secure place and readily accessible if requested by an authorised officer.

The Australian Children's Education and Care Quality Authority (ACECQA) have published a *Guide to the Education and Care Services National Law and the Education and Care Services National Regulations*. This guide contains a table of records and documents required to be kept by services in accordance with Regulation 183, which includes whose responsibility, time frames to be kept, and the reference to the National Law for the following types of records: evidence of public liability insurance; a quality improvement plan; child assessments; incident, injury, trauma and illness records; medication records; child attendances; child enrolments; death of a child while being educated and cared for by the service; record of services' compliance history; and record for responsible person in day-to-day charge.

Additional records for centre-based services tabled in the guide include staff records, record of access to early childhood teachers; record of educators working directly with children; and records of volunteers and students.

Business Records

You are required by the Australian Taxation Office (ATO) to keep business records for a minimum of five years, in plain English and in a way the tax office can access them if they need to. Records relating to all financial transactions of the business are generally required by the tax office to be kept for a period of seven years.

Registered Business and Incorporated Management Bodies

The time that records such as minutes of ordinary and annual general meetings, annual reports and financial reports are kept is a local level management decision. The Office of Fair Trading and Business Affairs maintains

their own copies of these records and imposes no requirement regarding services keeping these records, provided they have been submitted in accordance with legislation governing these management bodies.

Insurance records

It is best practice to retain insurance documents of a minimum five-year period for records such as policy details and records of claims. These are not governed by legislation, however, depending on the nature of the record, the federal government can request this information for a period of up to seven years.

There are no legislative requirements for workers compensation claims, however WorkCover recommends retaining records for seven years.

Electronic records

Records are stored in Xero and EnrolNow as well as bank statements, a hard copy can be printed if it is requested. Information is only accessible by registered personnel and all actions are made to avoid data breaches.

Children's details

All information that is required and provided upon enrolment relating to the child and their authorised persons as well as any subsequent information provided is stored on our management system EnrolNow. If any changes occur these details are updated immediately.

Sign in/out of children from the service is required using EnrolNow SISO. This information is stored securely on EnrolNow for the required period of time.

Monitoring, Evaluation and Review

Management and staff will monitor and review the effectiveness of the Record Keeping statement regularly. Updated information will be incorporated as needed.

That systems are in place to review existing record-keeping practices and implement changes to ensure that the requirements of government and statutory bodies are being met. That sustainability is considered in all aspects of record keeping.

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every two years.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with Regulation 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

Links to other policies:

Administration of First Aid

Child Protection

Child Safe Code of Conduct

Enrolment and Orientation

Medication and Health

Privacy Collection

Privacy and Confidentiality

Complies with:

NQS

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National Regulations

Reg	55	Quality improvement plans
Reg	125	Application of Division 4
Reg	126	Centre-based services—general educator qualifications
Reg	146	Nominated supervisor
Reg	147	Staff members
Reg	158	Children's attendance record to be kept by approved provider
Reg	161	Authorisations to be kept in enrolment record
Reg	162	Health information to be kept in enrolment record
Reg	167	Record of service's compliance
Reg	173	Prescribed information to be displayed
Reg	177	Prescribed enrolment and other documents to be kept by approved provider
Reg	181	Confidentiality of records kept by approved provider
Reg	183	Storage of records and documents
Reg	184	Storage of records after service approval transferred

Sources:

- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations - www.acecqa.gov.au
- A New Tax System (Family Assistance) (Administration) Act 1999
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011

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