

# Records Retention Policy

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                          |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| <b>Purpose:</b>       | The purpose of this policy is ensure the appropriate storage of relevant records and other documents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                          |
| <b>Scope:</b>         | Children attending the service, parents and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements                                                                                                                                                                                                                                                                                                                                                                    |                                                          |
| <b>Status:</b>        | Draft                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Supersedes:</b> All previous Records Retention Policy |
| <b>Authorised by:</b> | Dee Farquharson                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Date of Authorisation:</b> 15 Jun 2022                |
| <b>References:</b>    | <ul style="list-style-type: none"> <li>• <a href="#">Education and Care Services National Law Act 2010</a></li> <li>• <a href="#">Education and Care Services National Regulations 2011</a>: Regulations 170, 171, 172, 177, 180, 181, 183, 184</li> <li>• <a href="#">National Quality Standard</a>: Quality Area 7 – Standard 7.3.1</li> <li>• River School Early Childhood Centre Privacy Policy</li> <li>• River School Early Childhood Centre Enrolment Policy</li> <li>• Any other River School Early Childhood Centre Policy requiring records to be kept as referenced in this policy</li> </ul> |                                                          |
| <b>Review Date:</b>   | Every 2 years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Next Review Date:</b> 1 Jun 2024                      |
| <b>Policy Owner:</b>  | AME Board                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                          |

|                 |            |                                                                                                                             |            |
|-----------------|------------|-----------------------------------------------------------------------------------------------------------------------------|------------|
| LAST REVIEWED   | 15/06/2022 | NEXT REVIEW                                                                                                                 | 15/06/2024 |
| VERSION         | 1          | PAGE                                                                                                                        | 1 of 4     |
| DOCUMENT NUMBER | QA 7.3     | This document may be subject to change without notice and is available online. Note: Document is uncontrolled when printed. |            |



## Policy Statement

### Records to be kept

This policy is developed to ensure that precise record keeping assists in the management of our education and care service. One of the responsibilities of approved providers of education and care services is the maintenance of accurate and up to-date records. Accurate records are necessary to ensure the requirements of government and statutory bodies are being met. Good record keeping also ensures effective and ethical management practice.

### Transferring records

If service approval is transferred under legislation, the River School Early Childhood Centre will transfer the relevant documents relating to children currently enrolled with the service to the receiving approved provider on the date that the transfer takes effect. This is subject to the parent of a child first consenting to that transfer.

### Insurance records

River School Early Childhood Centre will keep evidence of the current prescribed insurance at the premises and will make the evidence available for inspection by Early Childhood Education and Care or an authorised officer when required.

## Responsibilities

### River School Early Childhood Centre

River School Early Childhood Centre has the following role and responsibilities:

#### Comply with *Family Assistance Law*

Section 219F of the A New Tax System (Family Assistance) (Administration) Act 1999 requires the service to keep 'electronic enrolment and attendance record reports, attendance records (including absences), copies of supporting documentation for additional absences for each child, documents to support claims for Child Care Benefit and 24-hour care, copies of receipts issued to people who have paid child-care fees, enrolment forms, the approval to operate a child-care service, current service insurance records and policies.

These records must be kept for 36 months' from the end of the calendar year in which care was provided.

- Section 175 of the Education and Care Services National Law Act 2010 requires an education and care service to keep various records for compliance under the Act. These records/documents are to be kept in a safe a secure place and readily accessible if requested by an authorised officer from the regulatory authority.
- Ensure that appropriate records are kept;
- Ensure that records are kept for the appropriate period;
- Ensure that records are transferred as appropriate; and
- Ensure that evidence of insurance is kept and made available as required.

|                 |            |                                                                                                                             |            |
|-----------------|------------|-----------------------------------------------------------------------------------------------------------------------------|------------|
| LAST REVIEWED   | 15/06/2022 | NEXT REVIEW                                                                                                                 | 15/06/2024 |
| VERSION         | 1          | PAGE                                                                                                                        | 2 of 4     |
| DOCUMENT NUMBER | QA 7.3     | This document may be subject to change without notice and is available online. Note: Document is uncontrolled when printed. |            |

## Educators

Educators have the following responsibilities:

- Advise Nominated Supervisor as soon as practicable of any changes to their address, phone number, qualification, bank details etc. via the team member action form.
- Nominated supervisor will then pass information on to appropriate department within 1 week of notification to ensure information is up to date.

## Families

Families have the following responsibilities:

Advise service as soon as practicable of any changes to enrolment information while the child/ren are enrolled at the service, via the Adding an Authority to Enrolment Contract Form or email. Including change of address or phone number, parenting plans or court orders.

Centre Manager will then make changes to the electronic enrolment upon receipt of the action form/ email. Written advice will then be filed in child's hard copy file.

## Implementation

In line with the *Education and Care Services National Regulations 2011*, River School Early Childhood Centre will ensure that records and documents as detailed below are stored in a safe and secure place:

| Type of record                                                                                                                                                                    | Timeframe                                                                           | Reference                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|------------------------------------|
| Record of responsible person in day-to-day charge or Nominated Supervisor                                                                                                         | Until the end of 3 years after the team member works for the service                | Section 162<br>Regulation 150, 177 |
| The approved provider must keep evidence of the current insurance at the education and care service premises. This evidence is usually in the form of a 'certificate of currency' | Available for inspection any time at the service                                    | Section 51<br>Regulation 29        |
| Staff record                                                                                                                                                                      | Until the end of 3 years after the team member works for the service                | Regulation 145                     |
| Record of access to early childhood teachers                                                                                                                                      | Until the end of 3 years after the team member works for the service                | Regulation 152                     |
| Record of educators working directly with children                                                                                                                                | Until the end of 3 years after the team member works for the service                | Regulation 151                     |
| Record of volunteers and students                                                                                                                                                 | Until the end of 3 years after the volunteer or student member attended the service | Regulation 149                     |

|                 |            |                                                                                                                             |            |
|-----------------|------------|-----------------------------------------------------------------------------------------------------------------------------|------------|
| LAST REVIEWED   | 15/06/2022 | NEXT REVIEW                                                                                                                 | 15/06/2024 |
| VERSION         | 1          | PAGE                                                                                                                        | 3 of 4     |
| DOCUMENT NUMBER | QA 7.3     | This document may be subject to change without notice and is available online. Note: Document is uncontrolled when printed. |            |



Continued.....

| Type of record                                               | Timeframe                                                                 | Reference                |
|--------------------------------------------------------------|---------------------------------------------------------------------------|--------------------------|
| Quality Improvement Plan                                     | Current plan is to be kept                                                | Regulations 31,55        |
| Child assessments                                            | Until the end of 3 years after the child's last day of attendance         | Regulations 74,183       |
| Incident, injury, trauma, and illness record                 | Until the child is 25 years old                                           | Regulations 87,183       |
| Medication Record                                            | Until the end of 3 years after the child's last day of attendance         | Regulations 92, 183      |
| Child attendance                                             | Until the end of 3 years after the record was made                        | Regulations 158-199, 183 |
| Child enrolment                                              | Until the end of 3 years after the child's last attendance                | Regulations 160, 183     |
| Death of a child being educated and cared for by the service | Until the end of 7 years after the death                                  | Regulations 12, 183      |
| Record of service's compliance history                       | Until the end of 3 years after the approved provider operated the service | Regulation 167           |

## Compliance and Monitoring

In line with the *Education and Care Service National Regulations 2011*, River School Early Childhood Centre will ensure that:

- Copies of this policy and any related procedures are readily accessible to and available for inspection by the Nominated Supervisor, employees and families; and
- Parents of children enrolled at the service are notified at least 14 days before the service makes any change to a policy or procedure that may have a significant impact on the service's provision of education and care to any child enrolled at the service or the family's ability to utilise the service.

## Appendices

RSECC – FHR11 Team Member Action Form

RSECC – FE02 Adding an Authority to Enrolment Contract Form

|                 |            |                                                                                                                             |            |
|-----------------|------------|-----------------------------------------------------------------------------------------------------------------------------|------------|
| LAST REVIEWED   | 15/06/2022 | NEXT REVIEW                                                                                                                 | 15/06/2024 |
| VERSION         | 1          | PAGE                                                                                                                        | 4 of 4     |
| DOCUMENT NUMBER | QA 7.3     | This document may be subject to change without notice and is available online. Note: Document is uncontrolled when printed. |            |