Hills Grammar

Record Keeping and Retention Procedure

Statement

The ECEC is committed to maintaining accurate and confidential records of children, families, staff and educators as set out by the National Regulations. This policy aims to outline our approach to record keeping, retention and access to such records.

Rationale

The ECEC Nominated Supervisor aims to manage and maintain appropriate records in a private and confidential manner, working in accordance with best practice and legislative requirements. The policy aims to encompass requirements from National Law and National Regulations and Family Assistance Law. In all instances, ECEC will follow the record keeping requirements under legislative requirements.

Strategies

Implementation

Maintaining accurate and comprehensive records is pivotal in:

- Upholding the highest standards of child safety and well-being.
- Facilitating transparent communication and collaboration between the ECEC and families.
- Ensuring compliance with legislative requirements.
- Ensuring records are maintained in an indexed, logical and secure manner.
- Ensuring records are retained and disposed of in a consistent manner.

Record Keeping

- The Nominated Supervisor will refer to legislative requirements in regard to record keeping within ECEC.
- In regard to records that may be relevant to child safety and well-being, The Nominated Supervisor will refer to the 'Final Report – Record Keeping and Information Sharing' from the Royal Commission into institutional Responses to Child Sexual Abuse.
- The archiving process will be clear, objective, and thorough.
- The Nominated Supervisor will work with the school's archivist to ensure records are obtained and kept accordingly in line with legislative requirements.
- Records relating to child sexual abuse, as per the guidelines of the Royal Commission, should be retained for at least 45 years from the date the record was created.
- For the purposes of record keeping, Regulation 183 in the National Regulations will be followed and adhered to.

The Nominated Supervisor will:

- Oversee the record-keeping practices in the ECEC to ensure compliance.
- Ensure that all staff and educators maintain a high standard of record keeping.
- Develop a systematic approach to record keeping preventing discrepancies and errors.
- Regularly review and update record keeping practices to align with regulatory changes and best practices.
- Ensure that all staff and educators maintain confidentiality and implement the ECEC Privacy and Confidentiality Policy.
- Follow the information as set out in Regulation 183 – Storage of records and other documents in the National Regulations
- Maintain detailed records of children's attendance, enrolment details, and developmental assessments.
- Document any incidents, injuries, traumas, or illnesses meticulously, including actions taken and witness details.
- Ensure that all records are stored securely and treated with utmost confidentiality.
- Make records available to authorized officers and parents upon request, maintaining transparency and trust.
- Follow procedures as outlined in this policy in addition to the ECEC Privacy Collections Statement and ECEC Privacy and Confidentiality Policy.

Educators will:

- Maintain an ordered environment where any records are stored and maintained to support a smooth record keeping process.
- Read and understanding the National regulations in particular regulation 183 – Storage of records and other documentation to increase knowledge in the correct procedures and time frame of record keeping.
- Support the Nominated Supervisor in the record keeping process to ensure all documentation is stored correctly.
- At all times, ensure privacy and confidentiality is maintained.

Families will:

- Collaborate with the ECEC by providing necessary and accurate information for record keeping.
- Maintain open communication lines with the ECEC to stay informed about their child's progress and any incidents.
- Families have the right to request access to documentation relating to their child, fostering transparency and collaboration.

Statutory Legislation and Considerations

Education and Care Services National Law Act 2010

Education and Care Services National Regulations

Guide to the National Quality Standard ACECQA

Sources

Community Early Learning Australia www.cela.org.au

Australian Children's Education and Care Quality Authority (ACECQA) www.acecqa.gov.au

Australian Childcare Alliance www.childcarealliance.org.au

Final Report Record Keeping and Information Sharing - Royal Commission into Institutional Responses to Child Sexual Behaviours

ACECQA Keeping Children's Record Document

Review

This policy is reviewed by management, employees and families as required or when legislative requirements change.

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