

## Policy statement.

We aim to ensure that all appropriate and required records are kept for the specified period of time. We will protect the privacy and confidentiality of all clients, staff and management of the Centre, by ensuring that records and information are kept in a secure place and only disclosed to people who have a legal right to know.

## Considerations.

National Standards Section 5.3 (Maintenance of records/confidentiality)

Funding agreement.

Child Care Benefit.

Accident records, Insurance requirements.

Child Care and Protection Act.

## Procedure.

- \* Staff and management will ensure that all required information is recorded, properly maintained, updated and kept in the nominated secure place.
- \* All records are kept confidential and only made available to authorised persons.
- \* All documents relating to children and parents will only be made available authorised persons on request.
- \* All documents relating to staff will only be made available to the individual staff member, the coordinator / supervisor, and an authorised member of the management committee or police if required.
- \* No member of staff may give information on matters relating to children, to anyone, other than the parents or guardian enrolling the child, when this information has been obtained in the course of employment in the Centre.
- \* No member of staff may give information on matters relating to staff or management, to anyone except in normal information exchange among staff and management for the daily operation of the Centre and wellbeing of the staff and children, or when required to do so in a Court of Law.

Exceptions are made:

- \* For normal information exchange among staff and management committee for the daily operation of the Centre and wellbeing of the staff and children.
- \* When required to do so in a Court of Law when subpoenaed.
- \* When the welfare of the child is at risk the appropriate Government agencies may be contacted.

Records to be kept will be:

### *In relation to daily operations.*

- \* Full enrolment forms, containing information as required under section 5.3.1 of the National Standards, to be kept in alphabetical order.
- \* Waiting List, indicating priority of access status, date placed on list, care required and if a sibling is already in care.
- \* Daily records of attendance, including a roll taken by staff and the sign in/out sheet recording the times of arrival and departure.
- \* Day to a page diary, to be used as a day book/communication book, recording specific information that staff need to be aware of, to fully cater for the children in their care. To be used as a phone/message book, recording any messages to ensure all staff are fully aware of relevant information.
- \* Accident/illness record book, containing nature of accident or illness, who attended the child and what course of action was taken. Note – Accident and illness records will be kept until the child turns 24.
- \* Medication book, containing parent's requirements and signature, medication used, the time, date and dosage of administration, the person who administered it, and the person who witnessed the administration.
- \* Excursion approval file, containing written permission forms from the parents, and kept in the child's personal records.

# Maintenance of Records Part II Section A 7 (cont'd)

## In relation to fees.

- \* Fee receipt records, containing payment of fees, type of fee and dates paid for by whom, amount and childcare benefit received. Receipt records will be kept for a period of 7 years.
- \* Child Care Benefit records will be kept for a period of 7 years.
- \* Amount owing records, indicating fees due, outstanding fees, along with procedures undertaken to retrieve outstanding fees.
- \* Accounting documents. All records relating to accounting and banking statements are to be kept for a period of 7 years.

## In relation to staff

- \* Staff employment details, including personal details, date of employment, hours of work, position title and job description, resume and references, date for review, and any discipline or grievance procedures to be kept in separate individual files
- \* Staff wages, holiday and sick leave entitlement Union and Superannuation details along with Occupational Health and Safety details are all to be kept for a period of 7 years.

## In relation to management.

- \* Management structure, including position titles, duties and current persons holding the positions.
- \* Minutes of meetings and Annual General Meetings.
- \* Policy Booklet, including Centre details, philosophy and policies.
- \* Insurance and financial details. Insurance documents will be kept for a period of seven (7) years.
- \* Funding and other relevant agreements, such as school/hall usage etc.
- \* All records relating to funding will be kept for as period of 7 years.
- \* All records are to be kept neat and tidy, updated as required and appropriate information passed on to any new staff or management member.
- \* All records, which require to be kept for an extended period of time, will be stored securely in the designated place and shall not be removed without the knowledge of the management and only to those who are legally required to obtain the information.

Reviewed and updated by committee on 31<sup>st</sup> March 2010