



Outside School Care NT

OSC-NT. 24 – Record Keeping Policy

Policy Description	This document describes the practices undertaken by OSC NT in preparing and maintaining records for children, parents and staff.
1.0 Parents and Children	Families have a right to know and be advised of information that is held concerning them and their families.
1.1 Documents and information	<p>Documents held for families include:</p> <ul style="list-style-type: none"> - Completed enrolment forms and booking fee agreements - Child immunisation records, birth certificates and action plans relating to known and advised medical conditions - Court Order documents - Consent and permission forms received and signed by parents - Curriculum related documents (observations and learning stories, child assessments and evaluations) - Injury, illness or trauma records relating to your child - Photos taken during activities – where prior permission for use of photos has been sought and obtained <p>Documents held for the Service include:</p> <ul style="list-style-type: none"> - Attendance records (sign in / sign out sheets) - Required insurance records - Records of supervisor in charge and nominated supervisors - Record of visitors to the service - Staff rosters including arrival, departure times - Copies of Policies, Parent and Staff Handbooks
1.2 Method of storage and length of time kept	<p>Documents are held in the following ways:</p> <ul style="list-style-type: none"> - As hard copy documents stored in locked drawers - As a computer file within the service’s Child Care Management System (CCMS)– Kidsoft. This system is restricted to staff and access is password protected <p>Regulation 183 refers to:</p> <ul style="list-style-type: none"> - An Accident or Illness that the child suffered while at the service must be kept until the child reaches the age of 25 years. - If it relates to the death of a child that occurred while the child was at the service, the documentation must be kept for seven (7) years. - Any enrolment information must be kept for three (3) years. - Staff records must be kept until the end of the third year from the time the staff member left the service. - All other records must be kept for three (3) years from the date it was first created.
1.3 Quarterley Audits	<p>The Site Manager s will undertake a quarterly audit of all regulatory required documentation in order to ensure:</p> <ol style="list-style-type: none"> 1. Both a hard copy and electronic record is held for each child attending their service and each staff members working at the service 2. That Child Care Management System (CCMS) has all full details held on the hard copy enrolment form

	3. To provide feedback on enrolment forms and enrolment packs.
2.0 Staff Records	Both hard and soft copy records for staff are stored securely and with restricted access for the following records: <ul style="list-style-type: none"> - Staff details (address, contact information, tax and superannuation details) - Staff Record Form (this is the prescribed ACECQA template) - Copies of employee's certificates and resume - Copies of Working with Children Checks and Police clearances - Payroll and related PAYG & Superannuation records
2.1 Location of staff details	A. A copy of staff details will be kept in an operational folder during the time of their employment B. A copy of all staff details will be kept by payroll C. If a staff member will be used at a different site for relief or vacation care, the Site Manager must ensure that copies of the staff details/records are distributed accordingly D. The records of staff who leave OSC NT will kept until the end of the third year from the time the staff member left the service.
3.0 Access to records	A. Only OSC NT staff who have signed a confidentiality agreement (as part of their terms of employment) will have access to parent and children records. B. Any divulgence of this information to a third party (unless required due a medical condition/emergency or for legal or regulatory purposes) will be considered as breach of their employment contract and disciplinary action will be taken
Related Policy and Procedures, Forms and Checklists:	Staff details form Enrolment form Privacy Policy Incident, illness, trauma report forms Medical Conditions Policy
Specific Information for Parents:	Enrolment form Medical Actions Plans
Sources/References:	1. <u>National Quality Framework www.acecqa.gov.au</u> 2. Education and Care National Amendment Regulations 2017. Regulations 74, 87, 92, 145-152, 158, 160, 162, 177 (1)(b)(c), 181-184 3. National Quality Standards. Standards 2.1, 2.1.1, 2.1.4, 2.3, 2.3.3, 2.3.2, 2.3.3, 2.3.4, 4.1, 5.1, 5.2, 6.1, 6.2, 6.3, 7.1, 7.1.1, 7.3, 7.3.1
Version Control/Updates:	Version: 2.0 December 2013 To be reviewed and updated by: June 2014 Version: 1.0 September 2017 To be reviewed and updated by: September 2018