



The Hutchins School: Children's Services

CS-128: Record Management Policy

Key Legislation	National Quality Standard for Early Childhood Education and Care and School Age Care: Standard 7.3.3: <i>Records and information are stored appropriately to ensure confidentiality, are available from the service, and are maintained in accordance with legislative requirements.</i>
Commencement Date	1/9/2010
Last Review Date	03/03/2014

1. Purpose

The primary purpose of this policy is to outline the requirements of current legislation in regards to Record Management, and to ensure that the Children's Services provided by The Hutchins School comply with these standards at all times.

2. Scope

This policy applies to The Hutchins School: Children's Services.

3. Objectives

The objective of this policy is to inform the processes of record management throughout The Hutchins School's Children's Services, and to ensure that the highest possible standards are upheld in this area at all times.

4. Definitions

The Hutchins School: Children's Services	A term used to denote The Hutchins School: Outside School Hours Care & Kindergarden (collectively).
OSHC	The Hutchins School: Outside School Hours Care
Kindergarten	The Hutchins School: Kindergarten (including Pre-Kinder)

5. Policy Information

The Hutchins School's Children's Services have a duty to keep adequate records about staff, parents and children in order to operate responsibly and legally. These Services will protect the interests of children and their parents, and the staff, using appropriate procedures to ensure the privacy and confidentiality of all stakeholders. Orientation and induction processes will include the provision of relevant information to staff, children and parents about our record management policy and procedures.



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Records must be kept by the service as stated in the National Quality Standards and state regulations. The periods stated below are in accordance with the legislatively prescribed time frames.

In accordance with the *Education and Care Services National Regulations*, Regulation 183(1) and 183(2), "records and documents [must be] stored:

- a) In a safe and secure place; and
- b) For the relevant period set out in subregulation (2).

According to subregulation (2):

- (a) if the record relates to an incident, illness, injury or trauma suffered by a child while being educated and cared for by the education and care service, until the child is aged 25 years;
- (b) if the record relates to an incident, illness, injury or trauma suffered by a child that may have occurred following an incident while being educated and cared for by the education and care service, until the child is aged 25 years;
- (c) if the record relates to the death of a child while being educated and cared for by the education and care service or that may have occurred as a result of an incident while being educated and cared for, until the end of 7 years after the death;
- (d) in the case of any other record relating to a child enrolled at the education and care service, until the end of 3 years after the last date on which the child was educated and cared for by the service;
- (e) if the record relates to the approved provider, until the end of 3 years after the last date on which the approved provider operated the education and care service;
- (f) if the record relates to the nominated supervisor or staff member of an education and care service, until the end of 3 years after the last date on which the nominated supervisor or staff member provided education and care on behalf of the service;
- (g) in case of any other record, until the end of 3 years after the date on which the record was made.

6. Supporting Procedures / Guidelines

n/a



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7. Legislative Documentation and Standards

National Quality Standard for Early Childhood Education and Care and School Aged Care, Canberra, ACT, 2009.

Quality Area 7: Leadership and service management

- **Standard 7.3: Administrative systems enable the effective management of a quality service**
 - Element 7.3.3: *Records and information are stored appropriately to ensure confidentiality, are available from the service, and are maintained in accordance with legislative requirements.*

Belonging, Being and Becoming: The Early Years Learning Framework, Canberra, ACT, 2009.

My Time, Our Place: The Framework for School Age Care in Australia.

Education and Care Services National Law Act 2010.

Education and Care Services National Regulations 2011: Regulation 99; 168, 168(2)(h).

8. Referenced External Documentation

Frith, J., Kambouris, N., & O'Grady, O. (2003). *Health & safety in children's centres: Model policies and practices* (2nd ed.). NSW: School of Public Health and Community Medicine, University of New South Wales.

9. Record Keeping

This policy is to be kept for three (3) years until review, unless there is a significant legislative or organisational change requiring earlier review.

The master copy is kept on Sharepoint (Policies) and is read-only in PDF form. All printed copies are uncontrolled.

10. Policy Owner

The Hutchins School Headmaster



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11. Policy Review Details

Date

Changes made under review

03/03/2014

Policy placed in new (2013) template. Minor changes made to terms contained within the document to preserve continuity with the NQF and EYLF (e.g. "staff" becomes "educators" and so on). Full text of subregulation 183(2) added to clarify periods of document retention.