

Ballina River Street Children's Centre

Records Management Policy

POLICY CREATED DATE:	POLICY REVIEW DATE:
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Policy Statement

Ballina River Street Children's Centre (BRSCC) has a duty to keep adequate records about educators/employees/families, children and business transactions on order to operate responsibly and legally. BRSCC will protect the interests of the children and their families and educators/employees including appropriate privacy and confidentiality. The Centre will also protect the integrity of the business records by keeping appropriate and accurate records for the required time periods set down by law. All records kept at the Centre will be protected from unauthorized access in accordance with the BRSCC's Confidentiality/Privacy Policy. Prescribed information will be displayed in accordance with the Education and Care Services National Law Act. Archived records will be stored in a safe and secure manner.

Strategies for Policy Implementation

Displaying information

- The approved provider will display the following prescribed information required by the Education and Care Services National Law Act, in a prominent position at or near the main entrance to the centre:
 - Provider Information
 - Service approval information
 - Nominated supervisor information
 - Current rating against each quality area and overall rating
 - Any service waivers or temporary waivers held by the centre
 - Hour &,days of operation of the centre
 - The name & telephone number of the person whom complaints can be addressed
 - The name & position of the responsible person at the centre at any given time

QUALITY AREA 7: LEADERSHIP AND SERVICE MANAGEMENT

Education and Care Services National Law Act 2010- Section 3(3)(a);172,175,197,200,206,215
Education and Care Services National Regulations: 74, 75, 87, 92, 116, 145,-152,149-154,158-162,165

National Quality Standard: 7.3

Early Years Learning Framework for Australia

- The name of the Educational Leader
- The contact details of the regulatory authority
- Notice regarding enrolment of a child at the centre at risk of anaphylaxis (if applicable)
- Notice of an occurrence of an infectious disease at the centre (if applicable)

Maintaining records

- BRSCC will maintain an effective record keeping system by adhering to the following strategies:
 - Setting up an organized filing system ;
 - Documenting what records are kept, what they contain where they may be accessed, and by whom;
 - Updating records regularly;
 - Ensuring records can be understood by authorized persons;
 - Establishing strategies to check accuracy of records;
 - Cross referencing records to ensure all required information is kept;
 - Documenting where backup records are stored.

Access and Security

- Security of records will be maintained through:
 - Using secure computer passwords that are regularly changed;
 - Using lockable filing cabinets
 - Following procedures to check individuals identity before granting access to records;
 - Storing records in areas that is away from those who do not need to access it;
 - Storing backups of important records in a secure place off site;
 - Discussing security procedures regularly with educators/employees.
- During orientation BRSCC will provide relevant information to educators/ employees and families about which records are kept and how they are protected within the service.
- Clear guidelines on who has access to what records will be provided by the centre for educators/employees and families. these guidelines will be available at all times at the centre.

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Early Years Learning Framework for Australia

- Records relating to enrolled children are maintained in an up to date form in a secure area at the centre. These records are only accessed by authorised personnel or the enrolled child's family.
- Records relating to staff qualifications, evidence of enrolment in training, criminal record check,, working with children check, medical clearances, and timesheets will be maintained and provided to the regulatory authority on request.

Retaining records

- BRSCC will retain records for the periods required in accordance with:
 - Taxation Laws- records kept for 5 years
 - Fair Work Act – employee records kept for 7 years
 - Family Assistance Law –records kept for 3 years
 - Education and Care Services National Law Act 2010
 - Accident/Injury/Inness/trauma Records for children kept until child reaches 25 years
 - Death of a child – records kept for 7 years
 - Any other records required to be kept for 3 years
- Records relating to former enrolled children are archived in a safe and secure location.
- Information about where archived records are stored is kept at the centre.
- Records that are no longer required to be kept by the centre and which are considered to have no historical importance will be destroyed by being burnt or shredded.
- Records of a business or historical interest will be kept by the centre. These may include:
 - Minutes of General and Special meetings, AGM;
 - Minutes of Management Committee meetings;
 - Important correspondence received and sent;
 - Annual reports
 - Business plans;
 - Marketing plans

Procedures

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BRSCC understands it has a responsibility to protect and manage records in a way that respects the privacy and confidentiality of all stakeholders, whilst maintaining business requirements.

Legislation requires that families provide personal information to the centre

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