

Only Early Learning Centre



Record Keeping Policy

Policy Number 38

7 Columbia Way Baulkham Hills
Ph- 96808381
Email- info@onlyelc.com.au
Web- www.onlyelc.com.au
FB- @onlyelc

Contents

Record Keeping Policy	1
Aim	3
Who is affected by this policy.....	3
Overview.....	3
How Personal Information may be Collected.....	3
Quality of Personal Information	3
Children and Family Records	4
Records relating to enrolled children:	4
Child Enrolment records:.....	4
Record of attendance for enrolled children:	4
Accident and Illness Records:	4
Medication Records:.....	5
Nominated Supervisor Records.....	5
Responsible Person Records.....	6
Educator and Staff Records	6
Record of Educators working directly with the children:	6
Records of access to Early Childhood Teachers (ECTs):.....	6
Student and Volunteer Records	6
Visitor Records.....	7
Service Records	7
Storage of Records	7
Confidentiality of Records	7
Sources	9

Aim

Only Early Learning Centre aims to effectively oversee, maintain and archive all centre records in accordance with relevant legislation and standards. All records will be maintained in a private and confidential manner in accordance with best practice standards.

Who is affected by this policy

Children
Educators
Staff
Management
Visitors
Families

Overview

Only Early Learning Centre collects personal information relevant to carrying out the operations of the service and comply with legal obligations. During the enrolment process, a member of the management team assisting with the enrolment of the child, will explain what personal information is required, why it is required and explain where confidential information may need to be disclosed.

How Personal Information may be Collected

Only Early Learning Centre will collect personal information directly from families in writing during the enrolment process and throughout a child's enrolment at the service. Personal information may also be collected via Family Law court orders or agreements or outside requirement agencies.

Quality of Personal Information

The Nominated Supervisor will take reason steps to ensure that personal information collected in accurate, current and complete. These steps include:

- Record the date that personal information was collected or updated
- Update information on records as soon as it is provided
- Regularly remind families via newsletters and emails to update their personal information if required
- Ask parents to update their enrolment details if their circumstances change

Children and Family Records

The following records will be retained in a secure location at Only Early Learning Centre:

- Child assessments as part of the centre's Educational Program (kept for **3 years** after the child's last day of attendance).
- Any accident and illness records (kept until the child is **25 years** of age)
- Any medication records (kept until the end of **3 years** after the child's last day of attendance)
- Children's attendance records (kept until the end of **3 years** after the child's last day of attendance)
- Children's enrolment records (kept until the end of **3 years** after the children last day of attendance)
- Records relating to the death of a children whilst being educated and cared for by the service (kept until **7 years** after the child's death)

Records relating to enrolled children:

- Assessments of the child's developmental needs, interests, experiences and participation in the educational program of the service
- Birth Certificate
- Up to date Immunisation Statement

Child Enrolment records:

- The full name, date of birth and address of the child
- The name, address and contact details of:
 - Each known parent
 - Any person who is to be notified of any emergency involving the child if any parent of the child cannot be immediately contacted
 - Any person who is an authorised nominee
 - Details of any court orders, parenting orders or parenting plans provided to the service relating to powers, duties, responsibilities or authorities of any person in relation to the child or access to the child
- Gender of the child
- Language used in the child's home
- Cultural background of the child and the child's family
- Any special considerations for the child (cultural, religious, dietary requirements or additional needs)
- Details of any specific healthcare needs of the child including any medical conditions including details of any medical management plans
- Details of any dietary restrictions for the child

Record of attendance for enrolled children:

- The full name of each child attending the service
- The date and time each child arrive and departs
- The signature of the person who drops off and collects the child

Accident and Illness Records:

- Full details of any accidents that occur or injuries sustained including:
 - The name and age of the child
 - The circumstances leading to the accident or injury

- The time and date that the incident occurred
- Full details of any illness which becomes apparent whilst at the service:
 - The name and age of the child
 - The relevant circumstances surrounding the child becoming ill and any symptoms
 - The time and date of the onset of illness
 - Date when the child was last at the service
- Details of the action taken by the service in relation to any accident, injury or illness which a child has suffered whilst in attendance at the service including:
 - Any medication administered
 - Any first aid provided
 - Any medical personnel contacted
- Details of all persons who witnessed the accident or injury
- Details of all persons who the service notified or attempted to notify of any accident, injury or illness, including the time and date of the notification and notification attempts
- The name and signature of the person making a record and the time and date that the record was made
- All records will be made as soon as practicable, but no later than 24 hours after the accident, injury or illness

Medication Records:

- The name of the child
- The authorisation to administer medication signed by a parent or a person named of the child's enrolment record as authorised to consent to administration of medication
- The name of the medication administered
- The time and date that the medication was last administered
- The time and date or the circumstance under which the medication should next be administered
- The dosage of the medication to be administered
- The manner in which the medication is to be administered
- If the medication is administered to a child:
 - The dosage administered
 - The name and signature of the person who administered the medication
 - The name and signature of the person who checked the medication prior to it being administered

Nominated Supervisor Records

The following records will be retained in a secure location at Only Early Learning Centre:

- The full name, address and date of birth
- Evidence of relevant qualifications held
- Evidence of approved training including First Aid, CPR and Child Protection training.
- The identifying number and expiry date of Working with Children's Check and the date verified

Responsible Person Records

The following records will be retained in a secure location at Only Early Learning Centre:

- A record of the name of the Responsible Person on premises for each time that children are being educated and cared for by the service.

Educator and Staff Records

The following records will be retained in a secure location at Only Early Learning Centre:

- Full name, address and date of birth
- Evidence of relevant qualifications
- Evidence that an educator is actively working towards a qualification including:
 - Proof of enrolment
 - Documentary evidence that the educator has commenced the qualification course, is making satisfactory progress towards completing and is meeting the requirements of maintaining the enrolment
- Evidence of any approved training including First Aid, CPR and Child Protection qualifications
- The identifying number and expiry date of the Working with Children's Check and the date that this was verified

Record of Educators working directly with the children:

- The name of each educator
- The hours that each educator works directly with the children
- A staff roster stating educators working hours and shift times

Records of access to Early Childhood Teachers (ECTs):

- The periods of time that the ECT is working directly with the children and not working directly with the children
- Records of period that an ECT is in attendance at the service

Student and Volunteer Records

The following records will be retained in a secure location at Only Early Learning Centre:

- Full name, address and date of birth
- A record of each day which the student or volunteer participates in the service, the date and hours of participation

Visitor Records

The following records will be retained in a secure location at Only Early Learning Centre:

- Full name of each visitor
- Time of the visitor's arrival and departure
- Signature of the visitor

Service Records

The following records will be retained by Only Early Learning Centre for a minimum period of 36 months from the end of the year in which care was provided to which the information or event in the record relates:

- The license to operate a child care service
- Records of attendance for each child to whom care is provided
- Copies of receipts issued to any person who has paid child care fees
- Insurance policies and any other documentation relating to insurance
- Accounting records

Storage of Records

Records made by Only Early Learning Centre will be stored in a safe and secure location for the required time periods as set out by the National Law and Regulations. These records will only be made accessible to relevant individuals.

- All physical records will be kept secure in the service office room in a filing cabinet which is locked when a member of Management is not present.
- All educators will be kept aware of their obligations in relation to the collection, use and disclosure of personal information
- All records which are not being kept by the service will be destroyed by shredding

Confidentiality of Records

The Approved Provider will ensure that information kept in a record at Only Early Learning Centre is not communicated or accessible to any persons other than:

- The extent necessary for the education and care or medical treatment of the child to whom the information relates
- A parent of the child
- The Regulatory Authority or an Authorised Officer
- As expressly authorised or required to be given by or under any Act or law
- With the written consent of the person who provided the information

- Emergency service personnel so that they can provide medical treatment in an emergency

Sources

National Quality Standards 2018

QA 4.2.1 - Professional standards guide practice, interactions and relationships.

QA 7.3.1 - Records and information are stored appropriately to ensure confidentiality, are available from the service and are maintained in accordance with legislative requirements.

QA 7.3.2 - Administrative systems are established and maintained to ensure the effective operation of the service.

Education and Care Services National Regulations 2011

158 - Children's attendance record is to be kept by approved provider

161 - Authorisations to be kept in enrolment record

162 - Health information to be kept in enrolment record

167 - Record of service's compliance

177 - Prescribed enrolment and other documents to be kept by approved provider

180 - Evidence of prescribed insurance

181 - Confidentiality of records kept by approved provider

183 - Storage of records and other documents

Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

Reviewed By: Alex Jury **Date:** 22nd January 2020

Approved By: Kelly Williams

Date for Next Review: 22nd January 2021