RECORD KEEPING AND ARCHIVING

QUALITY AREA 2

PURPOSE

This policy will ensure that all record keeping within Thomastown West Kindergarten in line with the Education and Care Service National Law Act 2010 and the Education and Care Services National Regulations 2011 to ensure all necessary documents are kept for appropriate length of time and stored in a way that is appropriate to the confidentiality of the records.

POLICY STATEMENT

The following records will be retained by Thomastown West Kindergarten for the minimum specified time period:

- Record relating to incident, illness, injury or trauma suffered by a child whilst being educated and cared for by the service, or that may have occurred following an incident whilst being educated and cared for by the service – until the child is 25 years old. However, as per the recommendation from Royal Commission into Institutional Response to Child Sexual Abuse, Thomastown West Kindergarten will retain these records for 45 years.

- Records relating to the death of a child that occurred whilst being educated and cared for by the service, or that may have occurred because of an incident whilst being educated and cared for the service- until the end of 7 years after the child's death.

- Any other record relating to a child enrolled at the service- until the end of 3 years after the child attended the service

- Record relating to staff member, volunteer or student – until the end of 3 years after they worked (including volunteering or placement) at the service

Records play an important role in accountability. Possibly legal action may be a consideration when keeping records.

If the department of Education (DE) alleges the children's service has contravened the Education and Care Services National Legislation, it may start a prosecution action within one year of the alleged contravention and records may be called as evidence.

If a child injured while under the care of the children's service a claim for negligence may be made in relation to that injury until the child is 25 years old. Accident, illness and injury records and incident reports forms may be called as part of evidence. Sector legal specialists can provide additional information on injuries and legal action.

In the event that a question arises about some aspect of the service provision, the records may provide an important part of the information required to assess what happened in the children's service and whether the approved procider and staff acted legally and lawfully in the matter in question. Prior to Thomastown West Kinderqarten releasing information relevant to a child's enrolment, a subpoena will be required to ensure the accurate information is provided to the requesting party. Should a subpoena to produce record be received, the committee of manaqement should be informed.

At all times each record must be accessed and stored in a way that is appropriate to the confidentiality of the record.

ATTACHMENTS

AUTHORISATION

This policy was adopted by the approved provider of Thomastown West Kinderqarten on

REVIEW DATE:

ATTACHMENT 1

THOMASTOWN WEST ARCHIVING PROCEDURES

All archiving is to be placed in Marbig Super Strong Archiving boxes using the following requirements.

45 YEARS		
RECORD TYPE	**TIME FRAME TO BE KEPT**	**ACTION**
Incident, injury, trauma and illness record	45 Years	Archive annually into box marked 45 Years with year date on plastic pocket

*** National Law and Regulations require incident, injury, trauma and illness records to be kept until the child is 25 years old, however, the Royal Commission into institutional Response to Child Sexual Abuse recommends keeping records for 45 years.

7 YEARS		
RECORD TYPE	**TIME FRAME TO BE KEPT**	**ACTION**
Staff records	7 Years after the staff member has worked at the service	Archive in box marked 7 years with year date clearly marked on the front of the box with timeframe of 7 years
Record of educators working directly with children (roster & staff sign in)	7 Years	Archive in box mark 7 years with year to date clearly marked on the front of the box
Record o volunteers and students, contact details and days in attendance	7 years	Archive in box mark 7 years with year to date clearly marked on the front of the box
Record relating to the death of a child that has occurred whilst being educated and cared for by the service. Or that may have occurred because of	7 Years	Archive in box mark 7 years with year to date clearly marked on the front of the box

an incident while being educated and cared for by the service		
Fees, invoices, receipts, fee statements	7 years	Archive in box mark 7 years with year to date clearly marked on the front of the box
Staff Payroll	7 Years	Archive in box mark 7 years with year to date clearly marked on the front of the box
Company Financials	7 Years	Archive in box mark 7 years with year to date clearly marked on the front of the box

5 YEARS		
RECORD TYPE	**TIME FRAME TO BE KEPT**	**ACTION**
General Tax	5 Years	Archive in box marked 5 years with year to date clearly marked on the front of the box

45 YEARS		
RECORD TYPE	**TIME FRAME TO BE KEPT**	**ACTION**
Incident, injury, trauma and illness record	45 Years	Archive annually into box marked 45 Years with year date on plastic pocket

3 YEARS		
RECORD TYPE	**TIME FRAME TO BE KEPT**	**ACTION**
Child enrolment record including medical action plan, medical risk minimisation, excursion authorisations	3 Years after the child has attended	Archive in box marked 3 years with year to date clearly marked on the front of the box

and risk minimisation, excursion authorisations and risk assessments		
Medication record (administration)	3 Years after the child has last attended the service	Archive in box marked 3 years with year to date clearly marked on the front of the box
Child attendance records	3 Years after the child has last attended the service	Archive in box marked 3 years with year to date clearly marked on the front of the box
Child assessment or evaluation for delivery of the educational program	3 Years after the child has last attended the service If assessments are on an app download a digital copy to computer EYLAT assessments to be downloaded and printed copy kept on file	Archive in box marked 3 years with year to date clearly marked on the front of the box
Any other record relating to a child enrolled e.g. transition statement	3 Years after the child has last attended the service	Archive in box marked 3 years with year to date clearly marked on the front of the box

The disposal of archived box will happen every 3 years and will be disposed of via a shredding company.

THOMASTOWN COMPUTER RECORD KEEPING PROCEDURES

It is important that child and staff related records stored on the service computer/ are organised, filed and named appropriately

Hardcopies of child and staff records should be kept at the service and archived as per Thomastown West Kindergarten Record keeping and Archiving Policy and Procedures.

Softcopies of records on the computer should only be retained if a hardcopy is not on file. Documents that are no longer required should also be deleted.

Here is an example of how you can set up your folders

- **2020**
- **2021**
- **2022**
- **Child**
- **Staff records**

PHOTOS

Group

Ensure group photos are named so they are identifiable (e.g. Year, Group Name). These can be saved in the relevant year folders. Hardcopies of Group photos can be placed in the display folder for Yearly Group Photos.

Individual

Individual children's photos should be saved in the child's folder as per 'Child Records'. Guidance below.

CHILD RECORDS

Most Child records need to be kept until the end of 3 years after the child attended the service.

Create a folder for each year's records. Within the 'year' folder create a folder for each child

- **Child Name 1**
- **Child Name 2**
- **Child Name 3**

Ensure every document is named, so it is clear what the document is. Below are some examples:

Transition Statement

Risk Minimisation & Communication Plan

2nd Year application

Record and Correspondence relating to Mandatory Reporting ie: child protection or orange doors

INCIDENT RECORDS & RELATED CORRESPONDENCE (SUB-FOLDER)

- Incident records and related correspondence

Records (including correspondence relating to an incident, illness, injury or trauma experienced by a child whilst being educated and cared by the service, or that may have occurred following an incident whilst being educated and cared for by the service, need to be kept until the child is 25 years old)

Any document in this category can go into the sub-folder within the child's record folder.

FINANCE

Finance related documents like invoices and receipts need to be kept for 5 years, create a folder for each year and the document so it is clear what it relates to.

STAFF RECORDS

Staff records need to be kept at the service until the end of 3 years after the staff member words for Thomastown West Kindergarten.

Create a folder for each staff member and store their records in this folder