**Preschool Record Keeping Policy**

**Introduction**

*Kemlawarra Public School Preschool* has a duty to keep adequate records about educators/employees/families, children and business transactions on order to operate responsibly and legally.

*Kemlawarra Public School Preschool* has a duty to protect the interests of the children and their families and educators/employees including appropriate privacy and confidentially.

*Kemlawarra Public School Preschool* will also protect the integrity of the business records by keeping appropriate and accurate records for the required time periods set down by law.

**Goals – What are we going to do?**

All records kept will be protected from unauthorized access in accordance with the preschool’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 - How will it be done?**

Displaying information
The Approved Provider will:

1. 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 preschool:

   o Provider Information
   o Service approval information
   o Nominated supervisor information
     Current rating against each quality area and overall rating
   o Any service waivers or temporary waivers held by the centre
   o Hours and days of operation of the preschool
   o The name & telephone number of the person whom complaints can be addressed
   o The name and position of the Responsible Person at any given time.
   o The name of the Educational Leader
   o The contact details of the regulatory authority
   o Notice regarding enrolment of a child at the preschool at risk of anaphylaxis (if applicable)
   o Notice of an occurrence of an infectious disease at the preschool (if applicable)

Maintaining records

Maintain an effective record keeping system by adhering to the following strategies:

   o Setting up an organized filing system;
   o Documenting what records are kept, what they contain where they may be accessed, and by whom;
   o Updating records regularly;
   o Ensuring records can be understood by authorized persons;
   o Establishing strategies to check accuracy of records;
   o Cross referencing records to ensure all required information is kept;
   o Documenting where backup records are stored.

Access and Security

   o Security of records will be maintained through:
   o Using secure computer passwords that are regularly changed;
   o Using lockable filing cabinets
   o Following procedures to check individuals identity before granting access to records;
   o Storing records in areas that is away from those who do not need to access it;
   o Storing backups of important records in a secure place off site;
   o Discussing security procedures regularly with educators/employees.
   o During orientation the preschool will provide relevant information to educators/employees and families about which records are kept and how they are protected within the service.
   o Clear guidelines on who has access to what records will be provided by the preschool for educators/employees and families. These guidelines will be available at all times at the centre.
   o Records relating to enrolled children are maintained in an up to date form in a secure area at the preschool. These records are only accessed by authorised personnel or the enrolled child’s family.
   o 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

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/Illness/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 preschool.
- Records that are no longer required to be kept by the preschool 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 Staff Meetings
  - Important correspondence received and sent:

Evaluation

*Kemblawarra Public School Preschool* is required 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 preschool.

Links to Education and Care Services National Regulations: 74, 75, 87, 92, 116, 145,-152,149-154,158-162,165

Education and Care Services National Law Act 2010- Section 3(3)(a):172,175,197,200,206,215

Links to National Quality Standards/Elements: 7.3

*Acknowledgement to Ballina River Street Children's Centre*