

## C19. RECORD KEEPING

Content:	Illawarra Aboriginal Corporation Policies and Procedures
Version:	1.0
Section:	Childcare
Applies To:	Board, Management and Staff of all IAC Childcare Services
Date:	May 2014 (Review May 2017)

### Background and Purpose

The IAC's Childcare policies articulate our aims, goals and philosophies in caring for children in our long day care and preschool services. They explain how the IAC works with its management, staff and other agencies to ensure that our children are afforded the best and most appropriate care and that we meet all of the requirements of NSW Department of Education & Communities.

### Principle

The IAC recognises and understands that it must retain records in a secure and safe place and that our records must be available for inspection by the Regulatory Authority.

The IAC is committed to working with NSW Department of Education & Communities in an open and positive manner to ensure that our record keeping processes meet the requirements of current legislation and guidelines.

### Retention of Records

*C(E&CS)SPR 2012 Regulation 96*

#### Child Records

*The IAC will ensure that we keep child records in a safe and secure place at the following locations for the following periods:*

- at our premises for not less than 2 years
- at a place approved by the Regulatory Authority until the child reaches (or would have reached) 24 years of age

#### Staff Records

*The IAC will ensure that we keep staff records in a safe and secure place at the following locations for the following periods:*

- at our premises while they are a member of staff
- at a place approved by the Regulatory Authority for not less than 7 years after they cease to be a member of staff

#### Visitor Records

*The IAC will ensure that we keep visitor records in a safe and secure place at the following locations for the following periods:*

- at our premises for not less than 2 years
- at a place approved by the Regulatory Authority for not less than 7 years

#### Attendance and Program Records

*The IAC will ensure that we keep attendance and program records in a safe and secure place at the following locations for the following periods:*

- at our premises for 12 months

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### Retention of Records (cont)

*C(E&CS)SPR 2012 Regulation 96*

*The IAC will ensure that:*

- if the Regulatory Authority so directs, we will provide the specified records to the specified person (including the Regulatory Authority) within one week
- if we cease to operate we will keep child and staff records in a safe and secure place and if those records are to be moved we will obtain the approval of the Regulatory Authority before the records are moved
- if we cease to operate we will give the records to such person as directed and approved by the Regulatory Authority

### Child Developmental Records

*The IAC will ensure that:*

- we provide the parent of a child that was at our service copies of the child's developmental records if requested to do so within 6 months of the child ceasing to attend our service

### Inspection of Records

*C(E&CS)SPR 2012 Regulation 97*

*The IAC will ensure that records relating to a child remain confidential and are made available only to the following persons:*

- a natural person nominated by the Board of the Illawarra Aboriginal Corporation
- the nominated supervisor of our service
- a member of staff authorised to access the records by the IAC or by the nominated supervisor of the service
- the Regulatory Authority
- a person otherwise authorised by law to inspect the records
- a parent of the child
- any person authorised in writing by the parent of a child
- the child when they have reached adulthood

### Confidentiality Guidelines

*C(E&CS)SPR 2012 Regulation 98*

*The IAC will ensure that our Board, management and staff are trained in our procedures to ensure the confidentiality of records pertaining to:*

- children provided with our service
- staff and their families
- the families of children provided with our service
- contractors of the service and their families

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### COMPLIANCE

*This policy complies with:*

- Children and Young Persons (Care and Protection) Act 1998
- Children (Education and Care Services) Supplementary Provisions Regulation 2012
- National Quality Framework

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### REFERENCES

*This policy should be read with:*

- C(E&CS)SPR 2012 - Part 7 Administrative requirements - Division 2 Records (Regulations 96-98)