



**Bangalow Community Children's Centre**  
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# Record Management Policy

November 2019

<b>Legislation:</b>	Education and Care Services National Regulations 2011 Education and Care Services National Law 2011 Privacy Act 1988 Information Privacy Principles as stipulated in the Privacy Act 1988 Fair Work Act 2009 United Nations Convention of the Rights of a Child Early Childhood Australia Code of Ethics 2006 National Childcare Accreditation Council Privacy and Personal Information Protection Act 1998 Freedom of Information Act 1989 Health Records and Information Privacy Act 2002 Privacy Regulations 2006
<b>Reference:</b>	CCA Policy and Procedure Centre Support Sample Policies 2011 National Quality Framework Resource Kit 2011

## Introduction

The service maintains records for the prescribed timeframe outlined in the Children's Services Regulations (2011), in a secure, confidential manner, that is easily and efficiently retrievable.

## Goals

- To ensure the service maintains records as prescribed by the Children's Services Regulations (2011)
- To maintain records of each child relating to personal information, health matters, attendance, excursions and complaints must be held at the premises for 3 years and then held until the child reaches (or would have reached) 24 years of age.
- Development records of a child will be retained for 12 months after the record is made.
- Records of daily routines or weekly programs must be retained for 12 months after the record is made.
- Records of staff member's qualifications and day to day attendance will be retained at the premises while the staff member remains a member of staff and thereafter for 7 years after the staff member ceases to be a member of staff.
- Records of visitors to the service will be retained for 12 months after the record is made.
- Records for tax keeping purposes will be retained for 7 years.

## Practices

- Bangalow Children's Centre will keep records of each child relating to personal information, health matters, attendance, excursions and complaints will be held at the premises for 2 years after the child has left the Centre and then transported to Iron Mountain Management Services to retain for 24 years.
- Development records of a child will be given to families and an electronic record of this will be retained at the Centre for 12 months after the record is made.

### **Practices (continued)**

- Records of daily routines or weekly programs will be retained for 12 months after the record is made.
- Records of staff member's qualifications and day to day attendance must be retained at the premises while the staff member remains a member of staff and for two years after the staff member ceases to be a member of staff. They will then be transported to Iron Mountain to retain for a further 5 years.
- Records of visitors to the service will be retained for 12 months after the record is made.
- Records for tax keeping purposes will be retained at the Centre for 2 years and then transported to Iron Mountain for a further 5 years.
- A record of all boxes and their contents sent to Iron Mountain will be retained at the Centre.
- Committee Meeting records will remain at the Centre indefinitely. A copy of the Financial Audit will be attached to the AGM minutes.
- Sign in sheets will be kept at the Centre for 3 years and then transported to Iron Mountain for a further 22 years..
- A register of accidents and excursions will be kept at the Centre for 5 years.

### **National Law**

175 offence relating to requirement to keep enrolment and other documents

### **National Regulations**

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

183 Storage of records and other documents

### **National Quality Framework**

7.3 Systems are in place that enable the effective management and operation of a quality service.

### **Relevant Documents**

Iron Mountain Proposal

### **Evaluation and Review**

This policy will be reviewed on the date advised or earlier if the need arises.

Family and staff feedback will be considered in the review process. Changes in legislation, regulations, QIAS and standards will be considered.

Any changes to this policy will be communicated to families and staff.

# Bangalow Community Children's Centre

The **Record Management Policy** has been read, understood and reviewed by:

[illegible]

# Bangalow Community Children's Centre

## Comments on Record Management Policy

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