

1.4 RECORD KEEPING

INTRODUCTION

Under the National Law, enrolment records and other documents that relate to the education and care service, and any child or staff member for the previous 12 months, must be kept at the service premises. If the records are not kept on the premises, they must be kept at a place readily accessible by an authorised officer (e.g. online or archived)

PURPOSE

This Policy aims:

- to ensure that Lindfield Montessori school meets the legislative requirements for the establishment and maintenance of full and accurate records;
- to ensure the Parent Committee and Staff are aware of their responsibilities to establish, maintain and provide access to records in accordance with the legislative requirements.

STRATEGIES / ROLES AND RESPONSIBILITIES

Insurance Records

The approved provider will:

- Keep evidence of the current insurance at the school
- Make this evidence (certificate of currency) available for inspection by a regulatory Authority or an authorised officer.

Confidentiality and storage of records

The Nominated Supervisor will ensure that records are kept in a safe and secure place for the period specified in the National Regulations. The records may be kept in hard copy or electronic form as long as they can be accessed as required.

Information that is contained in the records as required by the National Regulations must not be communicated (either indirectly or directly) with anyone other than:

- Educators who require the information for the care and education of the child;
- Medical workers who require the information for medical treatment of the child;
- The parent of the child that the record relates to (excluding staff records), or
- The regulatory Authority or an authorised officer.

The information may also be imparted if authorised or required under any Act or Law, or if written permission is given by the person who provided the information.

Records and documents required to be kept at the school

Type of record	Responsibility	Timeframe	Reference
Evidence of current public liability insurance	Approved provider	Available for inspection at service premises	Regulations 29, 180
Quality Improvement plan	Approved provider	Current plan is to be kept	Regulations 31, 55
Child assessments	Approved Provider	Until the end of 3 years after the child's last assessment	Regulations 74, 183
Incident, injury, trauma and illness record	Approved provider	Until the child is 25 years old	Regulations 87, 183
Medication record	Approved provider	Until the end of 3 years after the child's last attendance	Regulations 92, 183
Child attendance	Approved provider	Until the end of 3 years after the record was made	Regulations 158, 183
Child enrolment	Approved provider	Until the end of 3 years after the child's last attendance	Regulations 160, 183
Death of a child while being educated and cared for by the service	Approved provider	Until the end of 7 years after the death	Regulations 12, 183
Record of services compliance history	Approved Provider	Until the end of 3 years after the Approved providers operated the service	Regulations 167
Record of responsible person in day-to-day charge including Certified supervisors placed in day to day charge	Approved provider	Until the end of 3 years after the staff member works for the service.	Section 162 Regulations 150, 177
Staff record	Approved provider	Until the end of 3 years after the staff member works for the service	Regulation 145
Record of access to early childhood teachers	Approved provider	Until the end of 3 years after the staff member works for the service	Regulation 152
Record of educators working directly with children	Approved provider	Until the end of 3 years after the staff member works for the service	Regulation 151

Record of volunteers and students	Approved provider	Until the end of 3 years after the volunteer or student attended the service.	Regulation 149
-----------------------------------	-------------------	---	----------------

Relevant Legislation	Education and Care Services National Regulations 2011. Reg. 29, 31, 55, 74, 87, 92, 145, 149, 150, 151, 152, 158, 160, 167, 177, 92, 158, 160, 162, 167, 180, 183 Children (Education and Care Services National Law Application) Act 2010 Section 51, 162, 175
Related to NQS QA	
Related Policies	Confidentiality policy Family orientation and enrolment Incident, injury, trauma, and illness Medical conditions Emergency and evacuations Determining responsible person Volunteers and students Arrival and Departure Acceptance and refusal of authorisations Complaints and feedback
Sources & Further Reading	Adapted from the Guide to the National Law and regulations

POLICY REVIEWED	MODIFICATIONS	NEXT REVIEW DATE
February 2022	Checked regulations, updated copy	2024