

## Governance & Leadership

# Record Keeping and Retention Policy.

### Our Vision.

To give every child **the best start in life.**

### Our Mission.

To deliver high quality childcare and exciting learning opportunities for every child, giving them a head start as they prepare for school.

### Our Values.

- |                |  |
|----------------|--|
| <b>Care</b>    | We take care of the children entrusted to us and our dedicated staff. All are appreciated and diversity is valued. |
| <b>Quality</b> | We maintain the highest standards in care and safety and provide exceptional early years education.                |
| <b>Service</b> | We provide exceptional service and are integral to supporting parents bringing up children.                        |
| <b>Value</b>   | We provide outstanding value for our families.   |



# Record Keeping and Retention Policy.

Busy Bees Early Learning Australia aim to maintain and manage appropriate records in a private and confidential manner, working in accordance with legislative requirements and best practice.

## NATIONAL QUALITY STANDARDS (NQS)

### QUALITY AREA 7 – Governance and Leadership

7.1 - Governance	7.1.1 – Service Philosophy and Purposes
	7.1.2 – Management Systems
	7.1.3 – Roles and Responsibilities
7.2 - Leadership	7.2.1 – Continuous Improvement
	7.2.2 – Educational Leadership
	7.2.3 – Development of Professionals

## EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS

Part 6	Operating an Education and Care Service (Law - 175)
Part 3.1	Quality Improvement Plans (Reg - 55, 56)
Part 4.1	Educational Program and Practice (Reg - 74)
Part 4.2	Children's Health and Safety (Reg - 87, 92, 102, 102D)
Part 4.4	Staffing Arrangements (Reg - 118, 126, 145, 146, 147, 149, 150, 151, 152)
Part 4.7	Governance and Leadership (Reg - 158, 160, 161, 162, 167, 168, 173, 177, 180, 181, 183)

## RELATED POLICIES

Administration of Medication Policy	Infectious Disease and Immunisation Policy
Child Enrolment and Orientation Policy	Medical Conditions Policy
Child Protection and Safeguarding Policy	Privacy Policy
Child Safe Environment Policy	Responsible Person in Charge Policy
Confidentiality and Privacy Policy	Governance Policy
Delivery and Collection of Children Policy	Social Media Policy
Excursion and Incursion policy	Student and Volunteer Policy
First Aid Policy	Supervision Policy
Incident, Injury, Trauma and Illness Policy	

## PURPOSE

Busy Bees Early Learning Australia will ensure accurate records are retained for the prescribed timeframes. Records made by our Services will be stored in a safe and secure location for the relevant time periods as set in legislation and only made accessible to relevant individuals.

## SCOPE

Children, Employees, Management, Visitors and Families

## POLICY

Busy Bees Early Learning Australia is responsible for compliance with record keeping requirements in accordance with Education and Care Services National Law and National Regulations. To maintain approval for Child Care Subsidy, providers must also keep certain records in accordance with Family Assistance Law. This policy encompasses requirements for National Law and National Regulations and Family Assistance Law.

# Record Keeping and Retention Policy.

Busy Bees will comply with Family Assistance Law which requires the Service to keep:

- Electronic enrolment and attendance record reports
- Attendance records (including absences)
- Documentation relating to an additional childcare subsidy (accs) claim
- Documents to support claims
- Copies of receipts issued to people who have paid child-care fees
- Child enrolment forms
- The approval to operate a child-care service, current insurance records and policies.
- A complying written agreement (cwa) for all enrolments registered to claim childcare subsidy (ccs)
- Updated cwas must be signed if there are changes to the original enrolment conditions

Busy Bees will ensure that information kept in a record is not divulged or communicated through direct or indirect means to another person other than:

- The extent necessary for the education and care or medical treatment of the child to whom the information relates
- A parent of the child to whom the information relates, except in the case of information kept in an employee record
- The Regulatory Authority or an authorised officer
- As expressly authorised, permitted, or required to be given by or under any Act or Law
- With the written consent of the person who provided the information

## Prescribed Information

As per the Education and Care Services National Law and National Regulation requirement of prescribed information to be displayed, each Busy Bees Service will ensure that prescribed information is positioned so that it is clearly visible to anyone from the main entrance to the education and care service premises.

The information recorded on the 'Prescribed Information About Our Service' document will be updated with any changes as they may occur, and all previous versions will be retained in accordance with legislative requirements.

## Storage of Records

Records made by Busy Bees will be stored in an appropriate safe and secure location for the relevant periods as set out in legislation and only made accessible to relevant individuals.

If the record relates to the death of a child while being educated and cared for by the Service or because of an incident while being educated and cared for by the Service, the records must be kept for 7 years after the death. Records related to an incident, illness, injury, or trauma must be kept until the child is aged 25 years.

In the case of any other record relating to a child enrolled at the education and care service, until 3 years after the last date on which the child was educated and cared for by the Service.

All records required to maintain approval as listed in Child Care Providers Handbook, must be kept for seven years. Written records include records that are made and stored electronically, as long as they are stored safely and any changes, apart from incidental changes related to their storage and display, are also recorded.

If a service is transferred under the law, documents relating to a child must not be transferred without the express consent of the child's parents.

# Record Keeping and Retention Policy.

## Prescribed Records to be kept under Law:

Reference	Prescribed Records to be Kept	Timeframe to be kept
Regulation 87	Incident, Injury, Trauma, and Illness Record	Until the child is 25 years old
Records relating to child safety and wellbeing, sexual abuse that has or is alleged to have occurred, sexualized behaviours		At least 45 years from date record was created
Regulation 12	Death of a Child being educated and cared for by the Service	Until the end of 7 years after the death
Regulation 146, Law S162A	Records of each Nominated Supervisor and any person placed in Day-to Day Charge	Until the end of 3 years after the last day of employment at the Service
Regulation 150 Law S162A	Records of Responsible Person	Until the end of 3 years after the last day of employment at the Service
Regulation 118, 148	Educational Leader Records	Until the end of 3 years after the last day of employment at the Service
Regulation 126, 145, 147	Staff Records, including WWCC & Police Checks	Until the end of 3 years after the last day of employment at the Service
Regulation 152	Records of access to Early Childhood Teachers	Until the end of 3 years after the last day of employment at the Service
Regulation 151	Records of Educators Working Directly with Children	Until the end of 3 years after the last day of employment at the Service
Regulation 149	Records of Volunteers and Students	Until the end of 3 years after the volunteer or student member attended the Service
Regulations 160	Child Enrolment, including Immunisation Records	Until the end of 3 years after the child's last day of attendance
Regulations 74	Child Assessments and Evaluations Records	Until the end of 3 years after the child's last day of attendance
Regulation 92, 95, 96	Medication Records	Until the end of 3 years after the child's last day of attendance
Regulation 158	Child Attendance and Absence Records	Until the end of 3 years after the record was made
Regulation 167	Records of Service's Compliance History	Until the end of 3 years after the approved provider operated the Service
Regulation 180	Evidence of the current prescribed insurance at the education and care Service premises - 'Certificate of Currency'	Available for inspection any time at the Service
Regulation 31, 55, 56	Quality Improvement Plan	Current plan is to be always kept and be available
Family Assistance Law	All Family Assistance Related Records	7 years
Child Care Provider Handbook	PRODA RA Number	

## Provide Updated Records

**Families** are required to advise in writing, of any changes to their child's enrolment details and information as soon as practicable, which will be retained in the child's enrolment profile.

The Service Manager will ensure any changes are actioned and updated in all relevant locations i.e., the Families and child's online profiles, educational platforms etc.

**Employees** are required to advise of any changes to their personal, banking or qualification details etc. as soon as practicable to ensure records remain accurate and current. This may include the direct managers or the employee uploading documents to relevant systems.

# Record Keeping and Retention Policy.



## Archiving and Retention

The Approved Provider will ensure that the record retention procedure meets the requirements of the following government departments and laws:

- Australian Tax Office (ATO)
- Family Assistance Office (FAO)
- Family Assistance Law
- National Law and Regulations

Physical records will be stored in appropriate archiving boxes in a safe and secure location for the relevant periods as set out in legislation and only made accessible to relevant individuals. All boxes will be individually labelled and logged on an Archive Register.

The Approved Provider assists in determining the process, storage location, and timeline for storage of records, using the National Regulations as a minimum standard.

Archiving will be carried out as per the Busy Bees archiving procedures that guide Services on how to manage archiving of records temporarily onsite and how to arrange the transfer to our secure off site storage locations.

## SOURCES

[Australian Children's Education & Care Quality Authority](#)

[Education and Care Services National Regulation](#)

[Education and Care Services National Law Act 2010](#)

[Early Childhood Australia](#)

[Department of the Officer of the Australian Information Commissioner](#)

[ACECQA – Record keeping](#)

[General Fact Sheet – Record Keeping for Childcare Services](#)

## VERSION CONTROL

This policy will be reviewed every 2 years and/or in line with legislation and organisation requirements.

Version	Date	Owner	Responsibility	Change Description
1	01/10/2023	Chief Operating Officer	Policy Development Officer	Replace all previous versions

This document is uncontrolled when printed and may be varied, replaced, or terminated without notice