



RECORDS

Settlers Farm OSHC Service has a duty to keep adequate records about educators, parents and children in order to operate responsibly and legally. The service will protect the interests of the children and their parents, as well as educators, using procedures to ensure appropriate privacy and confidentiality.

Procedure:

- The service’s orientation and induction processes will alert educators and parents to our Records Policy so that it may answer any questions they may have.
- Access to any confidential records will be determined at the discretion of the Director and will be based on the appropriateness of that person viewing such documents. (*see Confidentiality Policy*) – application from appeal to the Director’s decision will be done through the Grievance Policy.
- No destruction of records can occur without appropriate approval from state records.
- As the bulk of OSHC records have links with a number of government agencies, it is recommended that all records are retained for a minimum of 7 years.
- The following table shows how long specific kinds of records must be kept:

Accounting documents	7 years
Income tax documents	7 years
Time and wage records	7 years
Bank statements	7 years
Insurance	7 years
Receipt books	7 years
Requirements for funding	7 years
Childcare Assistance (receipts from government)	3 years
Legal Accident and Illness Reports and administration of medication	for 7 years after the child involved has reached the age of 18
Attendance records	for 7 years after the child involved has reached the age of 18
Records of fees charged to parents/caregivers	for 7 years
OSHC Management Committee minutes and correspondence	For 7 years and then permanently stored at state records

- The Department also has requirements regarding non-financial records, including:
 - If the service changes management, all operator records will be passed onto the new operator.
 - If the service closes, all records will be stored at Settlers Farm Campus.

NATIONAL QUALITY STANDARD

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service.
7.1.1	Service philosophy and purposes	A statement of philosophy guides all aspects of the service's operations.
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined and understood and support effective decision making and operation of the service.
7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community.
7.2.1	Continuous improvement	There is an effective self-assessment and quality improvement process in place.
7.2.2	Educational leadership	The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle.
7.2.3	Development of professionals	Educators, co-ordinations and staff members' performance is regularly evaluated, and individual plans are in place to support learning and development.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
55	Quality improvement plans
74	Documenting of child assessments or evaluations for delivery of educational program
87	Incident, injury, trauma and illness record
92	Medication record
118	Educational leader
145	Staff record
146	Nominated Supervisor
147	Staff members
149	Volunteers and students
150	Responsible Person



151	Record of educators working directly with children
158	Children’s attendance record is to be kept by approved provider
161	Authorisations to be kept in enrolment record
162	Health information to be kept in enrolment record
167	Record of service’s compliance
173	Prescribed information to be displayed
177	Prescribed enrolment and other documents to be kept by approved provider
180	Evidence of prescribed insurance
181	Confidentiality of records kept by approved provider
183	Storage of records and other documents
184	Storage of records after service approval transferred

Policy reviewed	Previous modifications	Next review date
14/05/2021	NO CHANGES	2022