

WODEN EARLY CHILDHOOD CENTRE

RECORDS MANAGEMENT POLICY

POLICY STATEMENT: To assist in continuity and to resolve any future problem regarding policy and practice it is important that all the records of the childcare program be maintained. All records other than childcare assessments are Child Care Centre property and must not be disposed of without permission from the Director and within the appropriate time frame. Responsibility for holding centre records and ensuring they are maintained will be the duty of the Director.

This policy supports inclusive practices at Woden Early Childhood Centre. Please refer to the Inclusion Policy.

RATIONALE: ACT Centre based Childrens Services Conditions – August 2000 states in 1.1 that all records pertaining to children in care must be maintained accurately. These records are to be kept up to date and in a safe and secure area that is accessible to the person in charge.

SCOPE: This policy applies to all families with children attending the Centre and all Staff including students and volunteers.

RELEVANT LEGISLATION: Act centre based Children's Services conditions 2000, 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8, 1.9, 1.10, 1.11, 1.12, 1.13, 1.14, 1.15, 1.16, 1.17, 1.18.

QUALITY ASSURANCE SYSTEM: Quality Improvement and Accreditation System – Practices Guide PRINCIPLES 1.4, 1.6, 3.1, 3.2, 4.5, 5.4, 5.5, 5.6, 6.4,6.6,7.4.

LOCATION OF INFORMATION: This information is made available to all families and staff during the orientation process. It is included in the CD Policy given to each family and staff member on orientation as well as being mentioned in the family handbook and staff handbook. Printed copies can be made available on request for those families without computer access.

Source Documents:

Early Childhood Australia, The Code of Ethics 2006, retrieved from www.earlychildhoodaustralia.org.au on 3 December 2008

Office of early Childhood Education and Child Care, Child care service record keeping- ccms instruction sheet 2(www.dest.gov.au/NR/rdonlyres/1F47BB5F-A57B-457B-92E0-10C0DD520429/24640/CCMS_InstructionSheet_02.pdf) December 17 2008

Linking Policy

Policy Development and Review Policy
Inclusion Policy

Policy Review

This policy is reviewed on a biannual basis both by the centres staff and then by families. Once the Policy has been reviewed and changes are made it goes to the management committee for ratification. Please refer to the Policy development and review

Date endorsed by Committee: 24.3.09

Date to be reviewed: 24.3.10

Child Care Centre records are to include:

An enrolment record of each child including the following as specified in Act centre based Children's Services conditions 2000 1.4:

- 1) name address contact person medical information cultural or religious requirements physical condition/disability dietary requirements medications the child regularly uses – Please refer to the Enrolment Policy;
- 2) persons authorised to collect or give authority to release from the program;
- 3) any person not allowed to collect the child;
- 4) the enrolment records will be kept confidential to be accessed only by the Director or qualified workers;
- 5) a daily record in respect of each child shall be maintained the name time of arrival and departure;
- 6) any complaint by a parent/user will be recorded and kept confidential to the Director;
- 7) an incident/accident report book.

The child care centre will maintain copies of the following:

- 1) Copy of relevant State or Territory Child Care Act Regulations and Handbook.
- 2) Copy of Commonwealth Child Care Handbook.
- 3) Relevant Award.
- 4) Child Care Centre Booklet.
- 5) Child Care Centre Emergency Procedure.
- 6) Child Care Centre Operational Policies.
- 7) Application forms for Leave.
- 8) Accident/Incident Report forms.

Records to be maintained at the centre include:

- 1) Medication Record.
- 2) Daily Attendance Book.
- 3) Excursion Book.
- 4) Communication Book (parent to staff re child).
- 5) Child Care Benefits records (on computer).
- 6) Enrolment Record - on computer.
- 7) Child enrolment form.
- 8) Waiting List record.
- 9) Developmental Assessment.

Portfolios

Records maintained on each individual child in care including their developmental assessments and samples of artwork may be collated in a portfolio. The portfolio will be provided to the parent when the child leaves the centre unless staff have concerns. Then the information should be kept in archived for a year. (Information may be subpoenaed).

Keeping Records

ACT Centre based Childrens Serices Conditions – August 2000 states in 1.1 that “The General requirement is for all records including those for insurance and taxation purposes, to be kept for a minimum of 7 years. There may, however, be records that your insurance company requires you to keep for longer” these include : accident reports – which are kept for 18 years

Incident and Accident information re: serious accident or death should be archived for 24 years as per the National Minimum Standards.