



Dara School

Out of School Hours Care

Record Keeping Policy

RECORD KEEPING OSHC POLICY

1. BACKGROUND

Dara School OSHC is committed to fair and open information collection practices and processes that ensure information collected about individuals and families is accurate, complete and current. Dara School OSHC provides guidelines for collecting, using, storing, access, and disposal of personal information, including photos/videos for all stakeholders, to ensure that any information collected about a person or family is only used for its primary intended purpose, with limited accessibility.

2. POLICY STATEMENT

Educators will only discuss details relating to families and children with Dara School OSHC staff or other professionals involved in supporting the inclusion of a child in the service, following consent from the child's parent/guardian.

All participants involved in the service will respect the right to privacy of families, educators and staff.

Private matters will be handled sensitively at all times.

All personal information collected by the service will be stored and used ensuring the confidentiality of information at all times. This includes information gathered on children, their families and educators. Privacy Laws Dara School OSHC is subject to the Australian Privacy Principles (APPs) under the Commonwealth Privacy Act 1988 in handling personal information, as required by Regulation 195 of the Education and Care Services National Regulations. Complying with the APP's is a condition of continued approval to operate under Section 195 of the A New Tax System (Family Assistance) (Administration) Act.

3. PROCEDURES

EDUCATORS ROLE

- Educators will only discuss details relating to families and children with Dara School OSHC staff or other professionals involved in supporting the inclusion of a child in the service, following consent from the child's parent/guardian.
- All participants involved in the service will respect the right to privacy of families, educators and staff.
- Ensure a Staff Record is compiled and maintained per the Education and Care Services National Law Act (2010) and the Education and Care Services Regulations (2011).

- Ensure that the service holds appropriate information on educators, e.g. health needs, in the event of an emergency.
- Information given will be kept confidential unless the Responsible Person or educators need to assess information to provide adequate care and safety.

CHILDREN

- Each child will have an enrolment record. Family information kept on CCMS software will be password protected. (R183)
- Personal information relating to families and their children must not be passed on to any other person. (R181)

PARENTS/EDUCATORS

- Parents or Educators wishing to access their personal information need to contact the Director to access their personal records. Concerns about the misuse of personal information can also be directed to the Approved Provide/Principal in writing as per the service Grievances or Complaints policy.
- Educator Records will be stored in the Dara School OSHC Business Managers Locked filing cabinet for a minimum of three years after educators cease employment with the service. (R183)
- Dara School OSHC will store the records with confidentiality with the exception of the parent or authorised nominee to whom the information's relates, the regulatory authority permitted under any Act or Law.

4. KEEPING POLICY CHILDREN

- Each child will have an enrolment record. Family information kept on CCMS software will be password protected. (R183)
- Personal information relating to families and their children must not be passed on to any other person. (R181)

5. PARENTS/EDUCATORS

- Parents or Educators wishing to access their personal information need to contact the Customer Service Team to access their personal records. Concerns about the misuse of personal information can also be directed to the Head Office in writing as per the service Grievances or Complaints policy.
- Educator Records will be stored in the Dara School OSHC Business Mangers locked filing cabinet for a minimum of three years after educators cease employment with the service. (R183)
- Dara School OSHC will store the records with confidentiality with the exception of the parent or authorised nominee to whom the information relates, the regulatory authority permitted under any Act or Law.

6. OUTSIDE AGENCY REQUIREMENTS

Dara School OSHC are required to participate in information sharing schemes in each jurisdiction. In South Australia, this is the Information Sharing Guidelines (IGS) for promoting the safety and wellbeing of children, young people and their families. The guidelines were developed as part of the Government of South Australia's Keeping Them Safe child protection reform agenda.

The ISG support a wide range of South Australian government agencies and nongovernment organisations (NGOs) acting under a contract with the state government, including (but not limited to) those working in health, education, policing, juvenile justice, disability, housing, mental health, family violence, drug and alcohol services, Aboriginal community-controlled services, multicultural services, aged care, correctional service.

Refer to the Information Sharing policy for further details and in the Children and Young People (Safety) Act 2017.

7. MAINTENANCE OF RECORDS

The service has an obligation to keep adequate records about staff, families and children in order to operate responsibly and legally. The service will protect the interests of the children and their families and the staff by using procedures that ensure appropriate confidentiality.

Regulation 177 outlines requirements and includes references to records those services must keep including the following requirements:

- The Service's orientation and induction process is to include the provision of relevant information to staff, children and parents about which records will be kept, how they will be kept and how long they will be kept.
- Records must be kept by the Service on site.
- Clear guidelines on which people have access to which records will be given to the Board, staff and parents. These will be available at all times at the Service (see Confidentiality Policy).

The nominated supervisor and service Director will determine the process, storage place timeline for storage of OSHC records.

All documents relating to children and families will only be made available to the parent/guardian and approved persons nominated on the enrolment form, staff, and when requested by authorised government officers. All documents will be stored securely. All documents relating to staff will only be made available to the individual staff person, the 'responsible person' present at the time, an authorised member of the Board.

All documents will be stored securely. All documents relating to fees, payment of fees and Child Care Subsidy (CCS) will only be made to the parent/guardian who is the nominated

‘enrolling parent’ as outlined in the enrolment form and authorised persons from the relevant government department. All documents will be stored securely.

Document Type	Years Kept	Document Type	Years Kept
Accounting Documents	7 years	Requirement for Funding	7 years
Income Tax	7 years	Childcare Assistance	3 years
Time Sheet/Wages Records	7 years	Accident/Incident Reports	7 years, or until child has reached the age of 18
Bank Statements	7 years	Information about a child’s participation in the service	7 years, or until child has reached the age of 18
Insurance	7 years	Attendance Records	7 years
Receipt Books	7 years	OSHC Management Committee Minutes and Correspondence	7 years on site and then permanently stored at state records.

8. RETENTION AND DISPOSAL OF RECORDS

The retention and disposal of all records kept by Dara School OSHC will be in accordance with the regulatory requirements.

Privacy Laws Dara School OSHC is subject to the [Australian Privacy Principles](#) (APPs) under the [Commonwealth Privacy Act 1988](#) in the handling of personal information, as required by [Regulation 195](#) of the Education and Care Services National Regulations. Complying with the APP’s is a condition of continued approval to operate under Section 195 of the A New Tax System (Family Assistance) (Administration) Act.

9. OTHER OSHC POLICIES OR DOCUMENTS RELATED TO THIS POLICY

A1 Enrolments and Orientation OSHC Policy

A6 Complaints OSHC Policy

A7 Governance and Management OSHC Policy

H1 Child-Safe Environment OSHC Policy

A5 Confidentiality OSHC Policy

H17 Record Keeping OSHC Policy

10. RELATIONSHIP TO REGULATIONS

National Quality Standards (NQS)

Quality Area 4 – Staffing arrangements

Quality Area 6 – Collaborative partnerships with families and communities

Quality Area 7 - Governance and leadership

Education and Care Services National Regulations

Education and Care Services National Regulations 2022

Regulation 84 *Awareness of child protection laws*

Regulation 157 *Access for parents*

Regulation 168 *Education and care service must have policies and procedures*

Regulation 181 *Confidentiality of records kept by approved provider*

Regulation 182 *Confidentiality of records kept by family day care educator*

Regulation 183 *Storage of records and other documents*

Regulation 184 *Storage of records after service approval transferred*

Regulation 191 *False or misleading information or documents*

11. REFERENCES

Australian Children’s Education and Care Quality Authority [National Regulations | ACECQA](#) - checked March 2022

Government of South Australia PC 012 Information Privacy Principles (IPPS) [Microsoft Word- PC 012- Information Privacy Principles Instruction \(dpc.sa.gov.au\)](#) - Checked March 2022

The Department of education Information Sharing Guidelines [Information-Sharing-Guidelines.pdf \(dpc.sa.gov.au\)](#) - checked March 2022

Service Management Education and Care Services National Law Act (2010)

Children and Young People (Safety) Act 2017.

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