Retention of Records Policy

Quality Area 7: Leadership and service management

Standard: 7.3 Administrative systems enable the effective management of a quality service.

7.3.1 Records and information are stored appropriately to ensure confidentiality, are available from the service and are maintained in accordance with legislative requirements.

The following enrolment information and other documents are to be retained in a secure location;

- child assessments or evaluations for delivery of the educational program
- an incident, injury, trauma and illness record
- medication records
- staff records
- record of volunteers and students
- records of the responsible person at the service
- record of educators working directly with children
- record of access to early childhood teachers
- children’s attendance record
- child enrolment records
- record of the service’s compliance with the Law
- a record of certified supervisors placed in day to day charge of the education and care service

Records detailing the nature and circumstances of any injury to the child while being provided with the service are to be retained until the child is 24 years of age (or if the child dies after leaving the service, until the service is notified of the death)

If a child dies while being provided with the service, the details surrounding the child’s death are to be kept for a period of 6 years from the date of the child’s death

If any medication is administered to a child by a member of staff of the service, the completed medication form must be retained for a period of 2 years after the member of staff leaves the service

All records on currently enrolled children must be kept up to date and in a safe and secure area

The Licensee or Authorised Supervisor must if requested to do so by a parent of a child who was formerly enrolled for the service within the period of 6 months after the child ceases to be enrolled at the service, provide the parent with copies of the development records concerning the child kept by the service.

Date that the policy was last updated or revised: 27/1/2016 (This policy was written with consideration given to: Education and Care Services National Regulations 2011)

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