



Records management

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In order to deliver quality programs to all children enrolled at the Meeting House Preschool, it is necessary to obtain a range of personal information.

It is the responsibility of the Director and preschool teachers to ensure that this information is accurate, confidential and used appropriately.

Records about children

The preschool must keep detailed and current records for each individual child attending the preschool. Much of this information is obtained from the enrolment application process.

Records which contain personal information about a child are to be considered confidential.

In addition, information such as the names and addresses of people authorised to collect children, needs to be kept in the preschool.

The preschool must keep records of:

- each child's individual program including assessments
- child attendance and enrolment
- information about any cultural or religious practices that need to be observed
- illnesses, accidents or incidents and any action taken
- medication forms and health care plans.
- the daily arrival and departure of children (see sample arrival and departure register in the Wellbeing section of the Handbook) Element 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.
- excursion consents that state the number of adults and number of children attending the excursion Further information about record keeping requirements can be found on page 186 of the Education and Care Services National Regulations (2011).

Operational records Operational records to be kept include programs for children, visitor attendance and preschool policies.

The Program

■ Records to be kept about the program include the philosophy, structure of the day and a weekly record (see The Program section of the Handbook)

■ Quality Improvement Plan Visitor attendance

■ An up-to-date record of any visitors or volunteers to the preschool. The record must include name, signature and arrival and departure times Staff timetable

■ An up-to-date timetable which lets parents know of staff changes on any one day NSW Department of Education | Preschool handbook www.dec.nsw.gov.au 16 Records in relation to preschool staff The following are to be kept on the premises:

■ staff qualifications

■ child protection training

■ first aid training

■ Anaphylaxis training

■ Asthma training Policies and procedures Regulation 168 of the Education and Care Services

Preschool staff are required to be familiar with policies and procedures. Policies must be kept at the preschool and be available either in paper or e-copy upon request. Element 7.3.5 Service practices are based on effectively documented policies and procedures that are available at the service and reviewed regularly.

Retention of records

Records need to be stored securely on the premises for three years, then in secure storage until the child reaches 25 years of age.

These include:

■ records relating to personal information of each child

■ any health related matters including medication forms and illness or accident records

■ parent authorisations for the child to attend excursions. Records about programs for children, daily attendance, developmental records and daily routine are to be kept for 3 years after the record is made.

Any record which contains personal information about a child is to be considered confidential and to be kept in a locked filing cabinet. The preschool teacher has access to each child's individual record. Parents may have access to their own child's records on request to the teacher.

The Meeting House Preschool must ensure that information kept in a record under these Regulations is not divulged or communicated, directly or indirectly, to another person other than: a) to the extent necessary for the education and care or medical treatment of the child to whom the information relates; or

b) a parent of the child to whom the information relates, except in the case of information kept in a staff record; or

c) the Regulatory Authority or an authorised officer; or

d) as expressly authorised, permitted or required to be given by or under any Act or law; or e) with the written consent of the person who provided the information. Certain information be kept in a place that is easily accessed by all preschool staff, for example:

- consent for the child to be collected by someone other than the parent

- individual health care plans for children who require support at school with medication or health care procedures. Element 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. Useful reference Guide to the Education and Care Services National