



Woolooware Outside School Hours Care

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MAINTENANCE OF RECORDS POLICY

POLICY STATEMENT

Woolooware Outside School Hours Care aims to ensure that all appropriate and required records are kept for the specified period of time. We will protect the privacy and confidentiality of all children, families, staff and Parent Committee members of the centre, by ensuring that records and information are kept in a secure place and only disclosed to people who have a legal right to know.

CONSIDERATIONS

National Standards and Regulations:
167,181,186,191 (Maintenance of records/confidentiality)

National Quality Standard:
6, 7

Other:
My Time, Our Place, Confidentiality Policy, Funding Agreement, Child Care Benefit, Accident records, Insurance requirements, Child Care and Protection Act

PROCEDURES

- Staff and Parent Committee members (Approved Provider) will ensure that all required records are recorded, properly maintained, updated and kept in the nominated secure place.
- All records are to be kept confidential and only made available to authorised persons.
- All documents relating to children and parents will only be made available to the parent/guardian or approved persons enrolling the child, staff and authorised members of the Parent Committee who require relevant information, or Commonwealth or State Government officers when requested.
- All documents relating to staff will only be made available to the Individual staff member, the Nominated Supervisor (Co-ordinator) / or Certified Supervisor of the day, and an authorised member of the Parent Committee or police if required.
- All documents relating to fee payment and CCMS will only be made available to the parent/ guardian or approved persons enrolling the child, staff and authorised members of the Parent committee or Commonwealth Government officers.
- No member of staff may give information on matters relating to children, to anyone, other than to the parents or guardian enrolling the child when this information has been obtained in the course of employment in the centre.

Exceptions are made:

- When acting upon and in accordance of Chapter 16a when seen necessary at the benefit of the child.
- For normal information exchanged amongst staff and Parent Committee for the daily operation of the centre and well being of the staff and children.



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When required to do so in a court of law when subpoenaed.

When the welfare of the child is at risk the appropriate government agencies may be contacted.

No member of staff may give information on matters relating to staff or Parent Committee, to anyone except in normal information exchange among staff and management for the daily operation of the centre and well being of the staff and children, or when required to do so in a court of law.

DAILY OPERATIONS AND ADMINISTRATION

Full enrolment forms -containing information as required under section 5.3.1 of the National Standards and Regulations, to be kept in alphabetical order.

Waiting list -indicating priority of access status

Daily records of attendance - including a roll taken by the staff and the sign in/out sheet recording the time of arrival and departure.

Day book/communication book - recording specific information that the staff need to be aware of to fully cater for the children in their care.

Telephone/ message book - recording any messages to ensure all staff are fully aware of relevant information.

Accident/illness record book - containing nature of accident or illness, who attended the child and what course of action, was taken.

☐ _Note - Accident and illness records will be kept until the child turns 24.

Medication Form - containing parent's instructions and signature, medication used the date, time and dosage of administration, the person who administered it, and the person who witnessed the administration.

Excursion approval file - containing written permission forms from the parents, and kept in the records.

Written program - indicating daily activities in the centre.

Information stand - containing updated relevant information such as infectious diseases leaflet, WOSHC updates etc.

FEES

Fee receipt book – containing a record of each payment, date paid and amount and period of care covered. Receipt books will be kept for a period of 7 years.

Fee and CCMS computer software - payment of fees, type of fee and dates paid for, by whom, date, amount and childcare benefit received. Child Care Management System records will be kept for a period of 3 years.

Amount owing records - indicating fees due, and any outstanding fees, along with procedures undertaken to retrieve outstanding fees.

Accounting documents - All records relating to fees accounting and bank statements are to be kept for a period of 7 years.

STAFF RECORDS

Staff employment details - indicating personal details, date of employment, hours of work, position title and job contract and description, resume and references, date for performance review and any discipline or grievance records and documentation.



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Staff wages – Staff wages, annual leave and sick leave entitlements.

Time and wages - Time and wage records are to be kept for a period of 7 years.

Union and Superannuation details

Work Health and Safety Act 2011 details

PARENT MANAGEMENT COMMITTEE AND ADMINISTRATION

Parent management Committee- including position titles and duties and current persons holding the positions.

Minutes of meetings. Monthly Financial Statements and Annual Reports of the Parent Committee.

Policies and Procedures

Insurance and financial details

Insurance documents will be kept for a period of 7 years.

Funding and other relevant agreements, such as school/hall usage etc.

All records relating to funding will be kept for a period of 7 years.

Grant Applications and Acquittals of Funding Received

DATE ENDORSED: August 5, 2020

DATE FOR REVIEW AND EVALUATION: August 4, 2021