

7.04 RECORD KEEPING

Purpose Statement

Family Day Care records must be kept to ensure that the service and educators meet their legal obligations as well as to support the delivery of high quality education and care for children.

Scope

This policy applies to all salaried full time and part time staff (including casual) and home based educators.

Definitions

Records: an individual file for each family engaged with the education and care service.

Policy Statement

TO MAINTAIN ACCURATE RECORD KEEPING IN ORDER TO ENSURE THE SAFETY OF CHILDREN, QUALITY OF CARE, SERVICE ACCOUNTABILITY AND COMPLIANCE WITH REGULATORY REQUIREMENTS.

Procedures

Child/Family Records

Educators are required to maintain an individual file (record) for each family engaged with their service. Records must be kept safe and secure, and remain current. Documents to be kept in a family file, include, but are not limited to:

1. Enrolment form
2. Timesheets
3. Current booking form for each family
4. Emergency contact information for each child
5. Court Orders (where applicable)
6. Medical emergency plans (signed by medical practitioner)
7. Emergency evacuation plans (signed by parent/guardian)
8. Medication Records and Permission forms (signed by parent/guardian)
9. Excursions and Outings Permission form (a separate form is required for each child enrolled in care)
10. Requests/approvals for extension of 24 hours care or overnight care
11. Accident or incident records
12. Child assessments/evaluations

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General Requirements

1. Educators must keep a copy of their receipts for 7 years.
2. Educators and families have the right to ask for access to personal information the service holds about them (refer to Confidentiality & Privacy procedure).
3. When a family leaves care, records pertaining to that family will be securely stored by the Coordination Unit.
4. Timesheet records are to be kept up to date and signed daily. Improper use of and inaccurate entries on timesheets may constitute fraudulent conduct. Suspected fraudulent conduct will be investigated and where applicable referred to the police for prosecution (refer to Fees procedure).
5. When an educator leaves the service, they must return the following to the Coordination unit:
 - a. equipment
 - b. library books
 - c. name badge
 - d. registration certificate
 - e. documentation of child assessments or evaluations for delivery of the educational program ;
 - f. incident, injury, trauma and illness records
 - g. child enrolment records (including medication records)
 - h. children's attendance records
 - i. record of visitors to the Family Day Care (FDC) residence or approved FDC venue and;
 - j. any other FDC property as soon as possible after their termination date.

National Regulations Requirements – Record Keeping

In order to meet regulatory requirements a number of records and documents are required to be kept at the service. These requirements extend to the Approved Provider. The table below indicates the type of records that need to be kept and the person/s responsible.

Records & documents required to be kept at the service (Regulations 183)			
Type of record	Responsibility	Timeframe	Reference
Evidence of current public liability insurance. Note: does not apply if the insurance is provided by a state/ territory government	Approved provider Family Day Care (FDC) educator	Available for inspection at services or Family Day Care office	Regulations 29, 30, 180
Quality improvement plan	Approved provider	Current plan is to be kept	Regulations 31,55

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Child assessments or evaluations for delivery of the educational program	Approved provider FDC educator	Until the end of 3 yrs after the child's last attendance	Regulations 74, 183
Incident, injury, trauma and illness record	Approved provider FDC educator	Until the child is 25 years old	Regulations 87, 183
Medication record	Approved provider FDC educator	Until the end of 3 yrs after the child's last attendance	Regulations 92, 183
Child attendance	Approved provider Family Day Care educator	Until the end of 3 years after the record was made	Regulations 158 – 159, 183
Child enrolment	Approved provider FDC educator	Until the end of 3 years after the child's last attendance	Regulations 160, 183
Death of a child while being educated & cared for by the service	Approved provider	Until the end of 7 yrs after the death	Regulations 12, 183
Record of service's compliance with the National Law	Approved provider	Until the end of 3yrs after the Approved provider operated the service	Regulations 167
Record of responsible person in day to day charge including Certified Supervisors placed in day to day charge	Approved Provider	Until the end of 3 years after the staff member works for the service	Section 162 Regulations 150, 177
Assessment of FDC residences and approved FDC venues	Approved Provider	Until the end of 3 years after the record was made	Regulation 116
Record of FDC staff (including educators, managers, coordinators and assistants)	Approved Provider	Until the end of 3 years after the staff member works for the service made	Regulation 154
Record of visitors to FDC residence or approved FDC venue	FDC educator	Until the end of 3 years after the record was made	Regulation 165

NOTE: A number of the records, as listed in the table above, can be inspected at any time by the regulatory authority, authorised officers or other interested stakeholders (including families). These records are:

- Register of Family Day Care educators
- Record of service's compliance with the National Law
- Documentation of child assessments or evaluations for delivery of the educational program
- Incident, injury, trauma and illness record



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- Medication record
- Children's attendance record
- Child enrolment records

The Regulations (as referenced in the table) provide further detail as to who has a right to access or request access to the record as named.

Relevant Standards/Legislation

- National Quality Framework for Early Childhood Education and Care Services including:
 - Education and Care Services National Law 2011
 - Education and Care Services National Regulations 2011
- Privacy Act 1988

Related Policies & Links

- FDC Guidance Fact Sheet, Record Keeping in Family Day Care Services (March 2017)
- *Privacy & Confidentiality* procedure
- *Fees* procedure
- Child Attendance Records
- Timesheet Records

