



# BOURKE AND DISTRICT CHILDREN'S SERVICES

## QUALITY AREA 7: GOVERNANCE AND LEADERSHIP

### POLICY NAME: RECORD KEEPING AND RETENTION

#### POLICY STATEMENT

Our organisation aims to maintain and manage appropriate records in a private and confidential manner, working in accordance with legislative requirements and best practice.

#### BACKGROUND

The Approved Provider and Nominated Supervisors are responsible for overseeing and ensuring records are maintained, stored and retained in accordance with relevant legislation including, Education and Care Services National Law and National Regulations, National Quality Standard and Family Assistance Law. To maintain approval for Child Care Subsidy, providers must also keep certain records in accordance with Family Assistance Law. This policy encompasses requirements for National Law and National Regulations and Family Assistance Law. All records that are required for Family Assistance Law must be kept for seven years.

#### OVERALL STRATEGIES / HOW WILL IT BE DONE?

The Approved Provider and Nominated Supervisor will work together to ensure the required records are retained in a secure location at the required service.

#### PRESCRIBED RECORDS TO BE KEPT

- Complaints made to the provider, or to any of the services of the provider, relating to compliance with Family Assistance Law (records must be kept for seven years for Family Assistance Law).
- Children's attendance records (regardless of eligibility for Child Care Subsidy) to be kept until the end of 3 years after the child's last attendance. (These records are also required for Family Assistance Law and must be kept for seven years).
- Record of any absences from care for all children (regardless of eligibility for Child Care Subsidy) (records must be kept for seven years for Family Assistance Law).
- Statements or documents demonstrating that additional absence days in excess of the initial 42 absence days satisfy requirements (records must be kept for seven years for Family Assistance Law).
- Copies of invoices and receipts issued for the payment of childcare fees (records must be kept for seven years for Family Assistance Law).
- The identifying number, expiry date and verification of a Working with Children Check (WWCC), current vulnerable people check or criminal history record of all staff to be kept until the end of 3 years after the last date the staff member provided education and care to children.
- The identifying number and expiry date of a Working with Children Check (WWCC), current vulnerable people check or criminal history record of students and volunteers to be kept until the end of 3 years after the last date the student or volunteer attended the service, except in NSW - where a staff member, volunteer, or student has provided:
  - Proof of their current teacher registrations
  - Record of identifying number of their teacher registration and expiry date of that registration
- Any evidence or information produced to obtain police checks and Working with Children Checks for personnel and to support any statements about these checks in an application for provider or service approval. (records must be kept for seven years for Family Assistance Law).
- Copies of all Statements of Entitlement issued, and any statements issued to advise that there was a change of entitlement- Child Care Subsidy (records must be kept for seven years for Family Assistance Law).
- Written record of any notice given to a state or territory body about a child at risk of abuse or neglect (records must be kept for seven years for Family Assistance Law).
- Copies of the evidence and information provided with an application for approval about persons with management or control of a provider and persons responsible for the day-to-day operation of the service (records must be kept for seven years for Family Assistance Law).
- Records of background checks for specified personnel who undertake actions related to the administration of CCS (records must be kept for seven years for Family Assistance Law).
- Educational leader records (Regulation 118).
- Child assessments or evaluations for delivery of the educational program (to be kept for 3 years after the child's last day of attendance) (Regulation 183).
- An incident, injury, trauma and illness record (to be kept until child is 25 years old). (Regulation 183).



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- Medication records (to be kept for 3 years after the child's last day of attendance). (Regulation 183).
- Staff records (Regulation 145).
- Record of volunteers and students. (Regulation 149).
- Records of the Responsible Person at the Service (Regulation 150 and National Law Sec. 162(a)).
- Record of educators working directly with children (Regulation 151).
- Record of access to early childhood teachers (Regulation 152).
- Children's attendance records (to be kept for 3 years after the child's last day of attendance) (Regulation 159).
- Any record relating to the death of a child whilst being educated and cared for by the Service or as a result of an incident whilst being educated and cared for (to be kept for 7 years after the death of a child).
- Child enrolment records (to be kept for 3 years after the child's last day of attendance) (Regulation 160 and 183).
- Record of the service's compliance with the Law (Regulation 167).
- A record of each nominated supervisor and any person placed in day-to-day charge of the education and care service (Regulation 146).
- PRODA RA Number.
- Evidence of prescribed insurance must be available at the education and care service premises. Current policy of insurance for public liability with a minimum cover of \$10 000 000 (Regulation 29 and 180).
- Evidence and records of the Service Quality Improvement Plan (QIP), the QIP must be prepared within 3 months of the service opening. The QIP must be reviewed and revised at least annually or when requested by the regulatory authority. The QIP must be submitted to the regulatory authority upon request (Regulation 31, 55 and 56).
- A copy of the Education and Care National Law and Regulations must be available and accessible at the service at all times for use by the Nominated Supervisor, staff members, volunteers, parents and any person seeking to make use of the service.
- Record of children embarking a means of transport at the education and care service premises (Regulation 102E).
- Record of children disembarking a means of transport at the education and care service premises (Regulation 102F).
- Record of replacement of an educator in accordance with regulation 126(a) (Regulation 152(A)).
- Record of replacement of an Early Childhood Teacher in accordance with regulation 135(a) (Regulation 152(b)).

#### RECORDS TO BE KEPT IN RELATION TO CHILDREN EMBARKING AND DISEMBARKING A MEANS OF TRANSPORT (REG. 102E AND 102F)

A record must immediately be made when children embark or disembark a means of transport at the service. The record must:

- Confirm each child was accounted for when embarking and disembarking from the vehicle.
- State how each child was accounted for when embarking and disembarking from the vehicle.
- State a staff member or nominated supervisor, who is not driving the vehicle, has examined the interior of the vehicle to confirm no child/ren remain on the vehicle.
- States the date and time the record was made.
- States the name of, and is signed by, the staff member or nominated supervisor who examined the vehicle to confirm no child/ren remain on the vehicle.

#### RECORDS TO BE KEPT IN RELATION TO THE NOMINATED SUPERVISOR (REG. 146 AND LAW. S162A)

- The full name, address and date of birth.
- Evidence of any relevant qualifications held by the Nominated Supervisor.
- If applicable, evidence that the Nominated Supervisor is actively working towards a qualification. If this is the case, the following must be recorded:
  - Proof of enrolment
  - Documentary evidence that the Nominated Supervisor has commenced the course, is making satisfactory progress towards the completion of the course, is meeting the requirements of maintaining the enrolment
  - For Nominated Supervisors who are working towards the completion of a Diploma level Education and Care qualification, proof that they hold an approved Certificate III level Education and Care qualification or have as completed the units of study that equate to an approved Certificate III level Education and Care qualification determined by ACECQA



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- Evidence of any approved training (including First Aid with current approved anaphylaxis and emergency asthma management training and approved Child Protection training) completed by the Nominated Supervisor.
- The identifying number and expiry date of a Working With Children Check (WWCC) and Australian National Police Check (if required). The date this was verified and by whom.
- PRODA RA number (if applicable).
- Evidence of the nominees written consent to the nomination.

#### RECORDS TO BE KEPT IN RELATION TO STAFF AND EDUCATORS (REG. 147)

- The full name, address and date of birth.
- Evidence of any relevant qualifications.
- If applicable, evidence that the staff member/educator is actively working towards a qualification. If this is the case, the following must be recorded:
  - Proof of enrolment
  - Documentary evidence that the staff member/educator has commenced the course, is making satisfactory progress towards the completion of the course, is meeting the requirements of maintaining the enrolment
- For educators who are working towards the completion of a Diploma level Education and Care qualification, proof that they hold an approved Certificate III level Education and Care qualification or have as completed the units of study that equate to an approved Certificate III level Education and Care qualification determined by ACECQA.
- Evidence of any approved training (including First Aid with current approved anaphylaxis and emergency asthma management training and approved Child Protection training) completed by the staff member.
- The identifying number and expiry date of a Working With Children Check (WWCC), the date this was verified and by whom.
- Teacher registration details (if applicable).

#### RECORDS TO BE KEPT IN RELATION TO THE EDUCATIONAL LEADER (REG. 148)

- The name of the educator who is designated at this role in accordance with Regulation 118.

#### RECORDS TO BE KEPT IN RELATION TO STUDENTS AND VOLUNTEERS (REG. 149)

- The full name, address and date of birth of each student or volunteer.
- The days on which the student or volunteer participates in the service, the date and hours of participation.
- The identifying number and expiry date of the Working with Children Check (WWCC) and the date this was verified and by whom (if applicable).

#### RECORDS TO BE KEPT IN RELATION TO THE RESPONSIBLE PERSON (REG. 150 AND LAW S162A)

- The staff record must include the name of the responsible person at the service for each time that children are being educated and cared for by the service.
- Application for approval about the person responsible for day-to-day operation of a service.
- Evidence of Child Protection training.

#### RECORDS TO BE KEPT IN RELATION TO EDUCATORS WORKING DIRECTLY WITH CHILDREN (REG. 151)

- The name of each educator.
- The hours that each educator works directly with children.
- A staff roster or time sheet stating educators contact and non-contact hours.

#### RECORDS TO BE KEPT IN RELATION TO ACCESS TO EARLY CHILDHOOD TEACHER/S (REG. 152)

- A centre-based service that provides education and care to fewer than 25 children preschool age or under must ensure that a record is kept of the following:
  - The period that an early childhood teacher is working with the service in accordance with regulation 130 or 131
  - The periods that the early childhood teacher is working directly with children and is not working directly with children
- A centre-based service that provides education and care to 25 or more but not more than 59 children preschool age or under must ensure that a record is kept of the period that an early childhood teacher is in attendance at the service.



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- A centre-based service that provides education and care to 60 or more children preschool age or under must ensure that a record is kept of the period that each early childhood teacher and each suitably qualified person is in attendance at the service.

#### RECORDS TO BE KEPT IN RELATION TO REPLACEMENT OF EDUCATOR OR EARLY CHILDHOOD TEACHER (REG. 152A AND 152B)

A record must be kept for when an educator or Early Childhood Teacher is replaced in accordance with regulation 126(a) and 135(a). The record must include:

- The full name of the educator or Early Childhood Teacher
- The qualification of the educator or Early Childhood Teacher who is replaced
- The qualification of the person who replaced the educator or Early Childhood Teacher
- The date/s on which the educator or Early Childhood Teacher was replaced
- The reason for the educator or Early Childhood Teacher absence

#### RECORDS TO BE KEPT IN RELATION TO CHILD ENROLMENT (REG. 160)

- The full name, date of birth and address of the child.
  - The name, address and contact details of:
  - Each known parent of the child
  - Any person who is to be notified of any emergency involving the child if any parent of the child cannot be immediately contacted
  - Any person who is an authorised nominee
  - Any person who is authorised to consent to medical treatment of, or to authorise administration of medication to the child
  - Any person who is authorised to authorise an educator to take the child outside the education and care service premises
  - Any person who is authorised to authorise the education and care service to transport the child or arrange transportation for the child
  - Details of any court orders, parenting orders or parenting plans provided to the approved provider relating to powers, duties, responsibilities or authorities of any person in relation to the child or access to the child
  - Details of any other court orders provided to the approved provider relating to the child's residence or the child's contact with a parent or other person
  - Gender of the child
  - Language used in the child's home
  - Cultural background of the child and parents
  - Any special considerations for the child (e.g., cultural, religious, dietary requirements or additional needs)
  - Authorisations signed by a parent or a person named in the enrolment record as authorised to consent to the medical treatment of the or nominated supervisor to seek:
    - Medical treatment for the child from a registered medical practitioner, hospital or ambulance service
    - Transportation of the child by any ambulance service
- Authorisation to take the child on regular outings (reg. 102).
- Authorisation for regular transportation of the child (reg. 102(d)(4)).

#### HEALTH INFORMATION TO BE KEPT IN ENROLMENT RECORD (REG. 162)

- The name, address and telephone number or the child's registered medical practitioner or medical service.
- The child's Medicare number (if available).
- Details of any specific healthcare needs of the child including any medical conditions or allergies including whether the child has been diagnosed as at risk of anaphylaxis, including details of any medical management plan.
- Details of any dietary restrictions for the child.
- The immunisation status of the child.
- A notation that states that a staff member or approved provider has sighted a child's health record.

#### RECORDS TO BE KEPT IN RELATION TO ENROLLED CHILDREN (REG.74)

- Documentation relating to child assessments or evaluations for delivery of the education program, including:



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- Assessments of the child's developmental needs, interests, experiences and participation in the education program
- Assessments of the child's progress against the outcomes of the educational program

#### RECORDS TO BE KEPT IN RELATION TO INCIDENT, INJURY, TRAUMA AND ILLNESS (REG. 87)

- Details of any incident in relation to a child or injury received by a child or trauma to which a child has been subject while being educated and care for by the service. The following must be included:
  - The name and age of the child, including date of birth
  - Gender
  - The circumstances leading to the incident, injury or trauma
  - The time and date the incident occurred, the injury that was received or the child was subjected to the trauma
- Details of any illness, which becomes apparent while the child is being educated and cared for by the service. The following must be included:
  - The name and age of the child
  - The relevant circumstances surrounding the child becoming ill and any apparent symptoms
  - Temperature record and time temperature was taken
  - The time and date of the apparent onset of the illness
  - Date when child was last at the service
- Details of the action taken by the service in relation to any incident, injury, trauma or illness which a child has suffered while being educated and cared for by the service. The following must be included:
  - Any medication administered, or first aid provided
  - Any medical personnel contacted
  - Details of any person who witnessed the incident, injury or trauma including signature of witness
  - The name of any person who the education and care service notified or attempted to notify of any incident, injury trauma or illness a child has suffered at the service and the time and date of the notification and notification attempts
  - The name and signature of the person making an entry in the record and the time and date that the entry was made
  - Notifications to parent/guardian including attempted notifications
  - Signed and dated parent/guardian acknowledgement of record
- The Incident, Injury, Trauma and Illness Record must:
  - Be completed as soon as is practicable, but not later than 24 hours after the incident, injury, trauma or onset of illness occurred
  - Show that a serious incident is entered into the [NQA-ITS](#)
  - Kept until the child is aged 25 years

#### RECORDS TO BE KEPT IN RELATION TO MEDICATION (REG. 92, 95 AND 96)

- The name of the child.
- The authorisation to administer medication signed by a parent or a person named in the child's enrolment record as authorised to consent to administration of medication.
- The name of the medication to be administered.
- The time and date the medication was last administered.
- The time and date or the circumstance under which the medication should be next administered.
- The dosage of the medication to be administered.
- The manner in which the medication is to be administered.
- If the medication is administered to the child:
  - The dosage that was administered
  - The manner in which the medication was administered
  - The name and signature of the person who administered the medication
  - If another individual is required to check the dosage, the name and signature of that person



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#### RECORDS TO BE KEPT IN RELATION TO CHILDREN'S ATTENDANCE (REG. 158)

- The full name of each child attending the service.
- The date and time each child arrives and departs.
- The signature of:
  - The person who delivers and collects the child when he or she arrives and departs or, the Nominated Supervisor or educator

#### RECORDS TO BE KEPT IN RELATION TO THE SERVICE'S COMPLIANCE WITH THE LAW (REG. 167)

- Details of any amendments of the Service Approval made by the Regulatory Authority including:
  - The reason stated by the Regulatory Authority for the amendment
  - The date on which the amendment took, or takes, effect
  - The date (if any) that the amendment ceases to have effect
  - Details of any suspension of the service (other than a voluntary suspension) including:
    - The reason stated by the Regulatory Authority for the suspension
    - The date on which the suspension took, or takes, effect
    - The date that the suspension ends
- Details of any compliance direction or compliance notice issued to the Approved Provider in respect of the service, including:
  - The reason stated by the Regulatory Authority for issuing the direction or notice
  - The steps specified in the direction or notice
  - The date by which the steps specified must be taken
  - This information must not include any information that identifies any person other than the Approved Provider
- The Approved Provider must ensure that the documents referred to above in relation to a child enrolled at the service are made available to a parent of the child on request. Accordingly, if a parent's access to the kind of information referred to in this documentation is limited by an order of a court, the approved provider must refer to the court order in relation to the release of information concerning the child to that parent.
- The record of compliance referred to above must be available for access on request by any person.

#### STORAGE OF RECORDS (REG. 183 AND 184)

Records made by our service will be stored in a safe and secure location for the relevant time periods as set out above and only made accessible to relevant individuals.

If the record relates to the death of a child while being educated and cared for by the service or as a result of an incident while being educated and cared for by the service, the records must be kept for 7 years after the death. Records related to an incident, illness, injury or trauma must be kept until the child is aged 25 years. In the case of any other record relating to a child enrolled at the education and care service, until 3 years after the last date on which the child was educated and cared for by the service.

All records required to maintain approval as listed in the Child Care Providers Handbook, must be kept for seven years. Written records include records that are made and stored electronically, as long as they are stored safely and any changes, apart from incidental changes related to their storage and display, are also recorded. If a service is transferred under the law, documents relating to a child must not be transferred without the express consent of the child's parents.

#### CONFIDENTIALITY OF RECORDS (REG. 181)

- Information kept in a record must not be divulged or communicated through direct or indirect means to another person other than:
  - The extent necessary for the education and care or medical treatment of the child to whom the information relates
  - A parent of the child to whom the information relates, except in the case of information kept in a staff record
  - The regulatory authority or an authorised officer
  - As expressly authorised, permitted or required to be given by or under any act or law
  - With the written consent of the person who provided the information





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- Our service will ensure the following documents are available upon request by parents (unless restricted by a court order):
  - Education program documents including child assessments or evaluations
  - Incident, injury, trauma and illness records
  - Attendance records
  - Enrolment records
- If the above documents contain personal information of any of the following persons, including home address, email address, phone number, date of birth, medical records, bank account details and tax file number, written consent MUST be obtained before the information is disclosed:
  - A parent of a child enrolled at the service, other than the person requesting the documentation
  - A person required to be notified of an emergency if a parent cannot be contacted
  - An authorised nominee of a child
  - A person authorised to consent to medical treatment or the administration of medication to a child
  - A person authorised to authorise an educator to take a child outside the service premises
  - A person authorised to authorise the service to transport a child or arrange transportation of a child

#### INFORMATION TO BE DISPLAYED (REG. 173)

- In relation to the Provider Approval:
  - The name of the Approved Provider
  - The provider Approval Number
  - Any conditions on the Provider Approval
- In relation to the Service Approval:
  - The name of the Education and Care Service
  - The Service Approval Number
  - Any conditions on the Service Approval
  - The name of each Nominated Supervisor
- In relation to the rating of the service:
  - The current rating levels for each quality area stated in the National Quality Standard
  - The overall rating of the service
- In relation to any service waivers or temporary waivers held by the service, the details of the waivers including:
  - The elements of the NQS and the regulations that have been waived
  - The duration of the waiver
  - Whether the waiver is a service waiver or a temporary waiver
- The hours and days of operation of the Education and Care Service.
- The name and telephone number of the person at the Education and Care Service to whom complaints may be addressed.
- The name and position of the Responsible Person in charge of the service at any given time.
- The name of the Educational Leader at the service.
- The contact details of the Regulatory Authority.
- If applicable, a notice stating that a child who has been diagnosed as at risk of anaphylaxis is enrolled at the service.
- If applicable, a notice stating that there has been an occurrence of an infectious disease at the premises.
- Information relating to the educational program (regulation 75).
- The weekly menu is displayed (regulation 80).
- Emergency and evacuation floor plans and instructions are displayed (regulation 97 4)).
- The certificate issued by the Regulatory Authority displaying the current rating levels of the National Quality Standards and the overall rating of the service (regulation 173 (3)).

#### ADDITIONAL RECORDS TO BE KEPT FOR FAMILY ASSISTANCE LAW

- A Complying Written Agreement (CWA) for all enrolments registered to claim Child Care Subsidy (CCS). Updated CWAs must be signed if there are changes to the original enrolment conditions.
- Documentation relating to an Additional Child Care Subsidy (ACCS) claim.



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#### ROLES AND RESPONSIBILITIES

THE APPROVED PROVIDER AND NOMINATED SUPERVISOR WILL:

- Ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Ensure all staff (including casual staff) receive information and induction training to fulfil their roles effectively, including being made aware of the Recording Keeping and Retention Policy, their responsibilities in implementing it, and any changes that are made over time.
- Ensure students, visitors and volunteers have knowledge of and adhere to this policy.
- Determine the process, storage location, and timeline for storage of records, using the National Regulations as a minimum standard.

#### CONTINUOUS IMPROVEMENT/REFLECTION

Our Record Keeping and Retention Policy will be reviewed annually, or earlier if there are changes to legislation, ACECQA guidance, or any incidents related to the policy. This review will be conducted in consultation with children, families, and staff.

#### CHILD SAFE STANDARDS

Standard 1	Child safety is embedded in organisational leadership, governance and culture
Standard 5	People working with children are suitable and supported
Standard 6	Processes to respond to child abuse are child focussed
Standard 7	Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training
Standard 10	Policies and procedures document how the organisation is child safe

#### NATIONAL QUALITY STANDARD (NQS)

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7.1	Governance	Governance supports the operation of a quality service.
7.1.1	Service philosophy and purposes	A statement of philosophy guides all aspects of the services operations.
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined and understood and support effective decision-making and operation of the service.
7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community.
7.2.1	Continuous improvement	There is an effective self-assessment and quality improvement process in place.
7.2.2	Educational leadership	The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle.
7.2.3	Development of professionals	Educators, co-ordinations and staff members performance is regularly evaluated, and individual plans are in place to support learning and development.

#### EDUCATION AND CARE SERVICES NATIONAL REGULATIONS AND NATIONAL LAW

Sec. 162(a)	Persons in day-to-day charge and nominated supervisors to have child protection training
29	Condition on service approval—insurance
31	Condition on service approval—quality improvement plan
55	Quality improvement plans
56	Review and revision of quality improvement plans
74	Documenting of child assessments or evaluations for delivery of educational program
87	Incident, injury, trauma and illness record
92	Medication record
102	Authorisations for excursions
102(d)	Authorisations for service to transport children
102(e)	Children embarking a means of transport—centre-based service





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102(f)	Children disembarking a means of transport—centre-based service
118	Educational leader
126	Centre-based services – general educator qualifications
145	Staff record
146	Nominated Supervisor
147	Staff members
149	Volunteers and students
150	Responsible Person
151	Record of educators working directly with children
152	Record of access to early childhood teachers
152(a)	Record of replacement of educator
152(b)	Record of replacement of early childhood teacher or suitably qualified person
158	Children's attendance record is to be kept by approved provider
160	Child enrolment records to be kept by approved provider and family day care educator
161	Authorisations to be kept in enrolment record
162	Health information to be kept in enrolment record
167	Record of service's compliance
168	Education and care services must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures
173	Prescribed information to be displayed
177	Prescribed enrolment and other documents to be kept by approved provider
180	Evidence of prescribed insurance
181	Confidentiality of records kept by Approved Provider
183	Storage of records and other documents
184	Storage of records after service approval transferred
185	Law and regulations to be available

#### STATUTORY LEGISLATION & CONSIDERATIONS

[A New Tax System \(Family Assistance\) Act 1999](#)  
[Child Care Subsidy Minister's Rules 2017](#)  
[Child Care Subsidy Secretary's Rules 2017](#)  
[Education and Care Services National Law Act 2010 \(Amended 2023\)](#)  
[Education and Care Services National Regulations \(Amended 2023\)](#)  
[Family Assistance Law 2018](#)  
[Family Law Act 1975](#)  
[Privacy Act 1988](#)

#### SOURCES

Acknowledgement to Community Early Learning Australia and Childcare Centre Desktop.  
 Australian Children's Education & Care Quality Authority (ACECQA). (2025).  
 Australian Children's Education & Care Quality Authority. (2023). [Protection of Personal Information](#).  
 Australian Children's Education & Care Quality Authority. (2023). [Updating Record Keeping Requirements to Support Child Protection](#).  
 Australian Government Department of Education. (2022). [Belonging, Being and Becoming: The Early Years Learning Framework for Australia](#). V2.0, 2022.  
 Australian Government. Department of Education. Child Care Provider Handbook. (2025). [Child Care Provider Handbook - Department of Education, Australian Government](#).  
 Australian Government Department of the Officer of the Privacy Commissioner: [www.privacy.gov.au](http://www.privacy.gov.au).



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Australian Government Office of the Australian Information Commission – Australian Privacy Principles:

<https://www.oaic.gov.au/privacy-law/privacy-act/australian-privacy-principles>.

Australian Legal Information Institute: [www.austlii.edu.au](http://www.austlii.edu.au).

Australian Taxation Office: [www.ato.gov.au](http://www.ato.gov.au).

Early Childhood Australia Code of Ethics. (2016).

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Framework. (2017). (Amended 2025). [Guide to the National Quality Framework](#).

NSW Government Department of Community Services: [www.community.nsw.gov.au](http://www.community.nsw.gov.au).

NSW Office of the Children's Guardian: <https://ocg.nsw.gov.au/>.

Revised National Quality Standard. (Amended 2025).

UN General Assembly (1989) United Nations Convention of the Rights of a Child.

#### RELATED POLICIES

- Administration of Medication Policy
- Arrival and Departure Policy
- Child Protection Policy
- Complaints Handling Policy
- Enrolment and Orientation Policy
- Excursions and Incursions Policy
- First Aid Policy
- Governance and Management of the Service Policy
- Incident, Injury, Trauma and Illness Policy
- Medical Conditions Policy
- Privacy and Confidentiality Policy
- Promoting a Child Safe Environment Policy
- Responsible Person Policy
- Supervision Policy

#### RELATED DOCUMENTS

POLICY REVIEWED	NEXT REVIEW DATE	POLICY REVIEWED BY
OCTOBER 2025	OCTOBER 2026	Charlotte Parnaby
MODIFICATIONS	<ul style="list-style-type: none"> <li>• Annual policy maintenance</li> <li>• Updated legislation and other links where necessary</li> </ul>	
POLICY REVIEWED	PREVIOUS MODIFICATIONS	POLICY REVIEWED BY
JUNE 2024	<ul style="list-style-type: none"> <li>• New policy format</li> <li>• Update of related legislation (if applicable)</li> <li>• Child Safe Standards added and updated with links</li> <li>• Separated into own policy (was previously: Privacy, Confidentiality and Children's Records) and now covers all records (staff, students, volunteers etc.</li> <li>• Specific information included to regarding exact record keeping requirements</li> </ul>	Prue Ritchie
JANUARY 2021		Prue Ritchie