

Mawson Lakes School - OSHC

Policy Statement on Records

The Mawson Lakes School OSHC service has a duty to keep adequate records about educators, parents and children in order to operate responsibly and legally. The service will protect the interests of the children and their parents and educators, using procedures to ensure appropriate privacy and confidentiality.

HOW POLICY WILL BE IMPLEMENTED (specific policies and procedures)

- The service's orientation and induction processes will include the provision of relevant information to staff, children and parents about which records will be kept, how they will be kept, and how long they will be kept. Enrolment information will be kept in a locked cabinet.
- Records must be kept by the service, as listed in ACECQA's operational requirements (page 3 of this document).
- Clear guidelines on which people have access to which particular records will be given to management committee members, educators and parents. These will be available at all times at the service (see Confidentiality policy).

The agencies listed below have differing requirements on the length of time the service needs to retain financial records

<u>AGENCY</u>	<u>NUMBER OF YEARS</u>
ACECQA	3 years after last attendance
Department for Education	7 years
Centrelink Child Care Subsidy	3 years
Australian Taxation Office	5 years (from end of financial year)

As the bulk of OSHC records have links with all of the agencies listed, it is recommended that all records are retained for a minimum of 7 year. The following table shows how long specific kinds of records must be kept:

Accounting documents	7 years
Income tax documents	7 years
Time and wage records	7 years
Bank statements	7 years
Insurance	7 years

Receipt books	7 years
Requirements for funding	7 years
Child Care Subsidy (receipts from government)	3 years
Legal Accident and Illness Reports	for 7 years after the child involved has reached the age of 18
Recorded information about the child's participation at the service	for 7 years after the child involved has reached the age of 18
Incident, injury, trauma and illness	keep the record until child is 25

The Department also has requirements regarding non-financial records, including:

- General employment records must be kept for 6 years from the time employees leave.
- Records of fees charged to parents must be kept for 7 years.
- Accident and injury records must be retained for 7 years after the child involved has reached the age of 18.
- Records regarding details of illness and administration of medication must be retained for 7 years after the child involved has reached the age of 18.
- Records of OSHC Management Committee minutes and correspondence must be retained on site for 7 years and then permanently stored at State Records if the service is operated by a department school council.
- If the service changes management, all operator records will be passed onto the new operator and these dates adhered to.
- If the service closes, all records will be stored at Mawson Lakes School or archived.



*For preschool programs provided by a school, the service should keep child attendance records in accordance with their state education law or department policy.



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