

## Records Management

### **Legislation and Government Requirement:**

Education and Care Services National Law (WA) 2012

Education and Care Services National Regulations 2012: 74; 75; 87; 92; 145 – 152; 158; 160 - 162, 167, 168, 173 – 177; 180; 181; 183

National Quality Standard: 7.3.1

Privacy Act 1988: [www.privacy.gov.au/act/index.html](http://www.privacy.gov.au/act/index.html)

Australian Taxation Law <http://www.ato.gov.au/>

Family Assistance Law: <https://education.gov.au/family-assistance-law>

Fair Work Act: <http://www.fairwork.gov.au/>

Children and Community Services Act:

<http://www.dcp.wa.gov.au/Organisation/Pages/Legislation.aspx>

Child Care Service Handbook: <http://www.education.gov.au/child-care-service-handbook>

### **Policy Statement:**

***Unicare has a duty to keep adequate records about employees, families, children and business transactions in order to operate responsibly and legally. Unicare will protect the interests of the children, families, and employees including appropriate privacy and confidentiality. Unicare will operate with integrity and ensure business records are maintained in accordance with regulations and law.***

### **Strategies for implementation:**

- Unicare will ensure prescribed information set out in regulation 173 is displayed in a prominent position near the main entrance to the service.
- Records relating to enrolled children are up dated regularly. They are stored in a secure place and accessible by authorised personnel only.
- Employee records including qualifications, working with children checks, orientation information, health clearances and time sheets are stored in an organised secure place and accessible by authorised personnel only.
- Up to date records of families, children and employees will be maintained in organised filing systems and made available to the regulatory authority on request.
- The identity of the authorised officer or person requesting information will be checked prior to access.
- A secure 'education cloud' or educator access will store information relating to children's curriculum. Computer passwords will be secure and updated regularly.

- A secure 'office cloud' for management access will store employee and enrolment records. Computer passwords will be secure and updated regularly.
- During orientation Unicare will provide relevant information to employees and families about which records will be kept and how they will be kept. A privacy statement will be attached to the enrolment information.

**Retaining Records:**

- Unicare will retain records in for the period of time in accordance with:
  - ***Taxation Law – finance records kept for 5 years***
  - ***Fair Work Act – employee records kept for 7 years***
  - ***Family Assistance Law – records kept for 3 years***
  - ***Education and Care Services National Law (WA) 2012***
    - ***Accident/injury/illness/trauma records until the child reaches 25***
    - ***Death of a child – records kept for 7 years***
    - ***All other records – kept for 3 years***
- Archived records relating to former enrolled children/families and employees will be kept in a secure location at the service.
- Records that are not required to be kept by the Service and which are considered to have no historical importance will be destroyed by being burned or shredded.
- Records of a historical interest will be kept by the centre. These may include:
  - Minutes of AGMs.
  - Minutes of General and Special Meetings.
  - Annual Reports
  - Important correspondence received and sent.
  - Copies of Parent Handbooks.

Some useful contacts are:

Dept. for Communities	6551 8700
Australian Taxation Office	6216 1111
Fair Work Ombudsman	13 13 94
Chamber of Commerce & Industry (CCI)	9365 7555