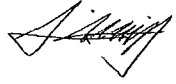
 YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES	Management Area: CHILDRENS SERVICES	Pages: [04] Version No: [02] Date: [01/12/2009]
	Sub section (if applicable):	Signed: 
Policy Title: MAINTENANCE OF RECORDS		Author: CHILDCARE TASKFORCE

1. Scope

- 1.1. Staff, management

2. Policy Statement

The YMCA 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 members, staff and management 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.

3. Related Policies & Procedures/Guidance Notes

- 3.1. Archiving Records Policy
- 3.2. Confidentiality Policy
- 3.3. Policy Development and Review Policy

4. Responsibilities & Delegations


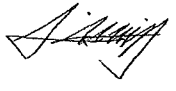
- 4.1. The Childcare Taskforce is responsible for the review of this policy.
- 4.2. The Childcare staff & management are responsible for the implementation of this policy.
- 4.3. The families and children are responsible for the support of this policy.

5. Considerations

- 5.1. National Standards
- 5.2. Q&A Principles
- 5.3. Funding Agreements
- 5.4. Child Care Management System (CCMS)
- 5.5. Accident records, Insurance requirements
- 5.6. Child Care and Protection Act

6. Records Maintenance

- 6.1. This policy is to be reviewed annually.

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PROCEDURES


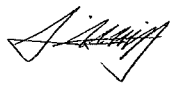
- Staff and management will ensure that all required records are recorded, properly maintained, updated and kept in the nominated secure place.
- All records are to be kept confidential and only made available to authorised persons.
- All documents relating to children and parents will only be made available to the parent/guardian or approved persons enrolling the child, staff and management 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 Coordinator, and management or police if required.
- All documents relating to fee payment and CCB will only be made available to the parent/ guardian or approved persons enrolling the child, staff and management 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:
 - For normal information exchange among staff and management for the daily operation of the centre and wellbeing of the staff and children.
 - 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 management, to anyone except in normal information exchange among staff and management for the daily operation of the centre and wellbeing of the staff and children, or when required to do so in a court of law

RECORDS TO BE KEPT WILL BE:

In relation to daily operations:

- Full enrolment forms, containing information as required under section 5.3.1 of the National Standards, to be kept in alphabetical order.
- Waiting list, indicating priority of access status, date placed on list, care required and if a sibling of a child already in care.
- 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.

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- Phone/message book, recording any messages to ensure all staff are fully aware of relevant information.
- Accident/illness reports, 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 forms, containing parent's requirements and signature, medication used the date, time and dosage of administration, the person who administered it, and the person who witnessed the administration.
- Written program, indicating daily activities in the centre, as well as Management Plans, i.e., Asthma, ADHD, I.P. forms for children with additional needs.
- Information folder, containing updated relevant information such as infectious diseases leaflet, OSHC updates etc.

In relation to fees.


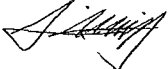
- Fee receipt records, containing payment of fees, type of fee and dates paid for by whom, date, amount and childcare benefit received. Child Care Benefit records will be kept for a period of 3 years. Receipt books will be kept for a period of 7 years.
- Amount owing records, indicating fees due, and any outstanding fees, along with procedures undertaken to retrieve outstanding fees
- Account documents, all records relating to fees accounting and bank statements are to be kept for a period of 7 years.

In relation to staff:

- Staff employment details, (kept at Support Services) indicating personal details, date of employment, hours of work, position title and job description, resume and references, date for review, and any discipline or grievance procedures. Staff wages, holiday and sick leave entitlements. Time and wage records are to be kept for a period of 7 years.
- Superannuation details.
- Occupational health and safety details.
- In relation to management.
- 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.

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- All records are to be kept neat and tidy, updated as required and appropriate information passed on to any new staff or management member.
- All records, which require to be kept for an extended period of time, will be stored securely in the designated place and shall not be removed without the knowledge of the management and only to those who are legally required to obtain the information.

End of each calendar year:

- Archive all of the above mentioned documents in an appropriate manner.
- Store in a safe and secure place.
- Carry over any documents that are relevant and necessary to the welfare of a child, i.e. AVO or court access information

7. Version History

Version	Description of changes	Author	Effective Date
2	Review and update. New format	M. Rupnik	December 2009

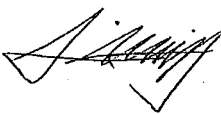
I endorse the Maintenance of Records Policy.

Name: *Maryann Rupnik*
 Childrens Services Program Manager

Signature: 

Date: 7 December 2009

Name: *Liam Whitley*
 Group Manager

Signature: 

Date: 7 December 2009