



Springwood and District Preschool Kindergarten

Information and Record Keeping Policy

Legislation:

Education and Care Services National Law Act 2010
Education and Care Services National Regulation 2018
Commonwealth Privacy Act 1988
Privacy Amendments (Private Sector) Act 2000
Health Records Act 2011
Privacy and Personal Information Act 1998
The Health Records and Information Privacy Bill 2002 (NSW)
Regulations 177; 178

Rationale:

Springwood and District Preschool Kindergarten has an obligation to comply with NSW State Records 1998. We believe that everyone has a right to privacy and protection of information about themselves

Aim:

- To adhere to all legislative and legal obligations in regards to record keeping and information about families, children, staff and management of Springwood and District Preschool Kindergarten.
- To set up systems and procedures to ensure that this is carried out in a respectful and confidential manner.
- To ensure that all parties are informed of our practices.

Procedure:

Records will be stored in a safe and secure place;

- **Accident/injury, trauma forms. 25 years after the last day the child was educated at the preschool.**
- **death of a child 7 years after the that occurred on preschool grounds.**
- **Enrollment forms 3 years for their last day at preschool**
- **Staff Employment 3 years from their last day of employment.**
- **Records of any other kind 3 years**
- **Medication 3yrs after child has left service**
- **Records of risks and incidents relating around 'child sexual abuse' 45years**



Introduction

- Springwood and District Preschool Kindergarten requires certain information be collected in accordance with the Education and Care Services National Regulation and legislation that directly relates to the operation of a children's service. It also requires information volunteered by the legal guardians of a child about the child, family and social context for the purpose of providing a comprehensive and individual program.
- The parent/ guardian has the right to withhold information.
- The only person permitted to see children's records (name, address, phone, health information, emergency information etc.) will be the parent or legal guardian, Springwood and District Preschool Kindergarten employees and the Regulatory Authority representatives.

Implementation

- Parents/ Guardians have the right to personal information collected about their child however there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the service's duty of care to the child or where the children have provided information in confidence.
- Information will not be given to others without parent or legal guardian written consent. It is the policy of this preschool not to discuss the names of the children who may have caused injuries to other children while at the program. This is a safeguard for each family's data privacy.
- Springwood and District Preschool Kindergarten will not disclose personal information to third parties for their own marketing purposes without parental consent or for any other reasons than for the purpose for which it is collected.
- If parents/ guardians provide the preschool with personal information of others, such as doctors or emergency contacts it is advisable that they are informed of this fact.
- The preschool takes all reasonable precautions to ensure personal information that is collected, used and disclosed is accurate, complete and up to date. Parents are responsible for informing the preschool of any changes to the information supplied.

In regards to identifying and responding to risks and incidents of sexual abuse.

- kept for 45 years
- clear & objective & thorough
- maintain in an indexed logical and secure manner. An archive box which is labelled and year identified and locked behind cage in back back storeroom.
- after 45th year will be disposed of by professional archivers.

In regards to enrolment:

- The enrolment form sets out the specific information to be gathered in order to fulfill our obligations under Department of Education and Communities and other regulatory bodies such as the Australian Children's Education and Care Quality Authority.
- This includes a child's dates of birth and nationality.
- The emergency contact details are kept and used as contact in case of emergency situations such as evacuation. Access to these is generally limited to the staff of Springwood and District Preschool Kindergarten.

In regards to programming:

- Parent/ guardian permission is sought before disclosing a child's personal and sensitive information to a professional attending the preschool for the specific purpose of providing a



service for the child. This includes Early Intervention Teachers, Speech Therapists, Occupational Therapists, Doctors and Counsellors.

- Personal information collected about children is regularly disclosed to their own parents and guardians. On occasion, and with prior written consent information such as children's personal achievements, child portfolios and photos are displayed with the boundaries of the preschool

Links to Quality Areas and Standards:	
Quality Area 2	Children's Health and Safety
Standard 2.2	Each child is protected.
Quality Area 4	Staffing Arrangements
Standard 4.1	Staffing arrangements enhance children's learning and development
Standard 4.2	Management Educators, co-ordinators and staff members are respectful and ethical.
Quality Area 6	Collaborative partnerships with families and communities
6.1 Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
6.1.1 Engagement with the service	Families are supported from enrolment to be involved in the service and contribute to service decisions.
6.1.2 Parent views are respected	The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child's learning and wellbeing.
6.1.3 Families are supported	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.
Quality Area 7	Governance and Leadership
7.1 Governance	Governance supports the operation of a quality service.
7.1.2 Management systems	<i>Systems are in place to manage risk and enable the effective management and operation of a quality service.</i>
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.

Source:

Because It Matters P/L

Department of Education, Employment and Workplace Relations (DEEWR) (2011) *Education and Care Services National Regulation*

Department of Education, Employment and Workplace Relations (DEEWR) (2009) *National Quality Standard for Early Education and Care and School Aged Children* Canberra:DEEWR



Policy Reviewed by: _____ *Approved by:* _____

Signature: _____

Date: ____/____/____

Date: ____/____/____

Next Review Date: ____/____/____

