

FACS014 – Crèche – Record Keeping Policy

1. POLICY CERTIFICATION

Policy title:	Crèche – Record Keeping Policy
Policy number:	FACS014
Category:	Policy
Classification:	FACS
Status:	Approved (26/06/2013 OCM)

2. PURPOSE

This policy has been developed to ensure that records keeping inside all Roper Gulf Regional Council operated crèches are adhering to legislation that outlines document control.

3. ORGANISATIONAL SCOPE

This policy applies to Crèches run under Roper Gulf Regional Council.

4. POLICY STATEMENT

It is important that all the records of the Crèche are maintained for the length of time required by the relevant legislation.

5. DEFINITIONS

Crèche	is a day care centre where child care educator will take care of children in place of their parents
RGRC	Roper Gulf Regional Council

6. PRINCIPLES**Crèche Records**

6.1.1 Following records will be considered as the crèche records:

- Enrolment records
- Medication records including individual Medical Plans
- Children's Attendance records
- Incident Reports
- Staff timesheets
- Excursion notices
- Accounts
- Evacuation Procedures and processes

6.1.2 The Crèche will maintain copies of the following;

- The relevant Northern Territory Regulations and Handbook

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- Commonwealth Child Care Handbook
- Relevant Staff Award rates
- Operational Plan
- Roper Gulf Regional Council Policies and Procedures
- Emergency Evacuation Procedure
- Application for leave forms
- National Quality Standard 2011
- Early Years Learning Framework 2009
- Staying Healthy in Childcare 5th Edition
- Get Up and Grow Healthy Eating and Physical Activity for Early Childhood 2009

Keeping of Accounting Information:

All Crèche financial records are maintained by Roper Gulf Regional Council on the Councilbiz Citrix program.

Legal Requirements for Storing Documents

- All records of a confidential nature are kept in the office in locked filing cabinets
- All records are kept for seven (7) years
- Incident reports which are considered to be of a serious nature are kept for twenty four (24) years as per the National Quality Standard 2011
- All children may claim on a centres Insurance Policy until they are twenty one (21) years of age

Staff records to be maintained by Human Resources

- New Employee Package
- Current tax declaration form
- Superannuation application form
- Time sheets
- Leave application forms
- Doctors certificates
- Pay history
- Position Description
- Letter of Offer of employment
- Fire awareness training certificate
- Criminal history check certificate
- Ochre Card

