

## 4.14 Records and Notifications Policy

<b>Policy number:</b> 4.14
<b>Date last reviewed:</b> August 2023
<b>Reviewed by:</b> Child Care Team

This policy relates to	
National Quality Standards Early Childhood Education & Care	7.1.2, 7.1.3

### Purpose

Accurate record keeping assists in the management of the service, ensures the safety of children and provides for transparency and accountability of the service. The service will maintain accurate records and share information as required by legislation.

### Policy

Records that are required to be kept at the service under National Regulations 183 are:

- Evidence of current public liability insurance for both service and educators
- Quality Improvement Plan
- Child assessments
- Incident, injury, trauma and illness records
- Medication records
- Child attendance
- Child enrolment
- Death of a child while being educated and cared for by the service
- Records of service’s compliance history
- Record of responsible person (including certified supervisor) in charge
- Assessment of family day care residence and venue
- Record of family day care staff (including educators, coordinators and assistants)
- Record of visitors to the family day care residence or approved Family Day Care venue.

The length of time each record is to be kept is accessible in [Appendix A – Legislation](#). Copies of all records must be provided to the service prior to educators leaving the service as per the legislation.

❖ **Records to be kept for each Child**

- Child's full name, date of birth, gender and residential address
- Name, address and contact details for:
  - a. Each known parent;
  - b. Any emergency contact;
  - c. Any authorised nominee;
  - d. Any person who is authorised to consent to medical treatment or administration of medication;
  - e. Any person who is authorised to give permission to an educator to remove the child from the education and care service premises.
- Details of any court order, parenting order or parenting plans
- Language used in the child's home
- Cultural background of the child and parents
- Any special consideration for the child, such as any cultural, religious or dietary requirements or additional needs
- Authorisations for:
  - a. The approved provider, nominated supervisor or an educator to seek medical treatment for the child and/or ambulance transportation
  - b. The service to take the child on regular outings
- Name, address and telephone number of the child's registered medical practitioner or medical service
- Child's Medicare number (if available)
- Details of any specific health care needs of the child including any medical condition, allergies or a diagnosis that the child is at risk of anaphylaxis
- Any medical management plans, anaphylaxis management plans or risk minimisation plan for the child

- Any dietary requirements for the child
- Immunisation status of the child
- If the approved provider or staff member has sighted a health record for the child, a notation of that fact
- Attendance records of the child with the full name of the child, the date and time the child arrives and departs with a signature by the nominated adult that delivers or collects the child, the nominated supervisor or an educator

❖ **Records to be kept for each Educator (Section 153)**

- Full name, address, and date of birth for the educator and each adult member of the home in which the educator provides child care
- Contact details of the educator
- Address of the residence or approved family day care venue where the educator will be providing education and care to children as part of the service, including a statement as to whether it is a residence or venue
- The date the educator was engaged by or registered with the service
- When applicable, the date that the educator ceased to be engaged by or registered with the service for a period of three (3) years following the date
- The days and hours that the educator will usually be providing education and care to children as part of the service
- If the educator is an approved provider, the number of the provider approval and the date the approval was granted
- If the educator is a certified supervisor, the number of the supervisor certificate and the date it was granted
- Evidence of any relevant qualification held by the educator; or that the educator is actively working towards a qualification
- Evidence that the educator has completed:
  - a. Current approved first aid training;
  - b. Current approved anaphylaxis management training and current approved emergency asthma management training;
  - c. Evidence of any other training completed by the educator.
- Evidence of the working with children card and the expiry date of the card

- For each child educated and cared for by the educator as part of the family day care service:
  - a. The child’s name and date of birth;
  - b. The days and hours that the educator usually provides education and care to that child.
  
- If the education and care is provided in a residence:
  - a. The full name and date of birth of all persons aged 18 years and over who normally reside at the family day care residence;
  - b. The full name and date of birth of all children aged under 18 years who normally reside at the family day care residence;
  - c. A record of the working with children card number, expiry date and date that the record was sighted by the approved provider or nominated supervisor.

Records will also be held on:

- Cultural background of educator, if disclosed
- Medical certificate
- Original Blue Card and Positive Notice Letter for current positive suitability notices for the educator and all adult members of the household in which the educator provides child care and all regular visitors to the home.

Regular Visitor	Is a person or persons over the age of 18 that visits the educator’s home on a regular basis e.g. weekly, fortnightly, and monthly. Requires a blue card to be visiting on a regular basis.
Guest	Is a person or persons over the age of 18 intending to reside in the Educators approved premises for less than 30 consecutive days. Suitability process to occur with service prior to person staying in the home. Persons not eligible for a blue card would not be approved as suitable and the educator would not be able to work . Blue card application should occur in advance where possible. Or within the first week of arrival. Adults that plan to spend a period of more than 30 days will be required to obtain a “Working With Children Check (Positive Notice)” Blue Card and link the card to Beaucare Family Day Care Service. They will be defined as Adult Occupants. If the Blue card is not received within the 30 days the person would no longer be able to reside at the home or the educator would need to cease working. The service will require a declaration to state the persons eligibility to apply for a blue card.

Adult Occupant	Is any person over the age of 18 years who lives/resides at the premises of an approved Family Day Care Educator for a period of 30 days or more. This includes any overseas visitors/guests on 3, 6 or 12-month visas, and the Educators approved premises is their primary place of residence. Blue card is required prior to living in the home.
Positive Notice Blue Card	Working with Children Check undertaken by Blue Card Services to screen people who are in child facing roles

- Emergency and backup arrangements
- Vehicle details including make, registration number and safety check details
- Details of annual review
- Any requirements of the licensee notified in writing to the educator
- Names of children cared for
- Current list of routine outings
- Excursions undertaken
- Risk management plan
- Regular outings
- Professional development plan

❖ **Records to be kept for each Educator Relief/Assistant (Section 153)**

- Full name, address, and date of birth for the educator assistant
- Contact details of the educator assistant
- The name of the educator to be assisted by educator assistant
- Address of the residence or approved family day care venue where the educator assistant will be providing education and care to children as part of the service, including a statement as to whether it is a residence or venue
- The date the educator assistant was approved by the service

- When applicable, the date that the educator assistant ceased to be engaged by or registered with the service for a period of three (3) years following the date
- Evidence of any relevant qualification held by the educator assistant; or that the educator assistant is actively working towards a qualification
- Evidence that the educator assistant has completed:
  - a. Current approved first aid training;
  - b. Current approved anaphylaxis management training and current approved emergency asthma management training;
  - c. Evidence of any other training completed by the educator assistant.
- Evidence of the working with children card and the expiry date of the card and the date that it was signed by the approved provider or nominated supervisor.

❖ **Records to be kept for Coordinators and Other Staff Members**

- The name of the person currently designated as the educational leader in accordance with Regulation 118
- Full name, address and date of birth of each coordinator member
- Certified copy of qualifications
- Current positive suitability notice (demonstrating identifying number and expiry date)
- Details of in-service training
- Professional Development Plan

❖ **Records to be kept for Volunteers and Students**

- Full name, address and date of birth of each student or volunteer
- A record for each student or volunteer for each day that the student or volunteer participates in the service, the date and hours of participation
- Current positive suitability notice (demonstrating identifying number and expiry date)

**Administration of Medication**

If medication is administered to a child while in care, records are held for the:

- Name of the child

- Authorisation signed by a parent or a person named in the child's enrolment record as authorised to consent to the administration of medication
- Name of the medication
- Time and date the medication was last administered
- The dosage of the medication to be administered
- Time and date or circumstances under which the medication is to be administered
- If the medication is administered to the child:
  - a. The dosage administered;
  - b. The manner in which the medication was administered;
  - c. The date and time the medication was administered;
  - d. The name and signature of the person who administered the medication;
  - e. Any doctor's instructions for administering medication.

### **Incident, Injury, Trauma, Illness**

An educator must record details of any incident, injury, trauma or illness with:

- Details of any incident in relation to a child or injury received by a child or a trauma to which a child has been subjected while being cared for by the family day care educator including:
  - a. The name and age of the child;
  - b. The circumstances leading to the incident, injury or trauma;
  - c. The date and time the incident occurred, injury was received or the child was subjected to trauma.
- Details of any illness which becomes apparent while the child is being educated and cared for by the educator including:
  - a. The name and age of the child;
  - b. Relevant circumstances surrounding the child becoming ill and any apparent symptoms;
  - c. The date and time of the apparent onset of the illness.
- Details of the action taken by the educator including:

- a. Any medication administered or first aid provided;
  - b. Any medical personnel contacted
- Details of any person who witnessed the incident, injury or trauma
  - The name of any person who the service notified or attempted to notify, including the date and time of the notification or attempted notification
  - The name and signature of the person making an entry in the record and the time and date the entry was made.

**Note:** *The information must be included in the record as soon as practicable but not later than 24 hours after the incident, injury or trauma, or the onset of illness.*

### **Retention and Disposal of Records (Refer Confidentiality)**

Personal records need to be retained for a minimum of three (3) years after the educator, coordinator leaves the service.

Financial records are retained for three (3) years from the end of the calendar year in the care or event occurred.

The details of a child who is injured or becomes ill while in Family Day Care or In Home Child Care must be kept until the child is 25 years of age.

In the event of the death of a child while being educated and cared for by the service, details of the circumstances surrounding the child's death should be held for a period of seven years from the death.

Records are to be disposed in a way that guarantees confidentiality i.e. shredding.

### **Notifications**

An approved provider must notify the Regulatory Authority of certain circumstances and information. This includes:

- Change to name of service provider
- Change to address or contact details of provider
- Changes to approved provider's fitness and proprietary
- Notice of any appointment or removal of a person with management or control of service



- The appointment of receivers or liquidators to the Approved Providers or any matters that affect the financial viability and ongoing operation of the service
- Death of approved provider
- Change to the hours and days of operations of the service
- Changes to the location of the principle office of a Family Day care service
- Change to nominated supervisor
- A nominated supervisor is no longer employed or withdraws consent to nomination
- A proposed change to the premises, such as refurbishment of the principal office
- A new approved family day care venue is added to the service
- Intention to transfer service approval
- Ceasing to operate the service
- Suspension or cancellation of working with children card or disciplinary proceedings against Nominated Supervisor or Certified Supervisor of the service
- Notice of change of name or mailing address of nominated supervisor
- Notice of change of circumstances of Certified Supervisor
- Serious incident at service
- Death of a child
- Complaints alleging that the safety, health or wellbeing of a child was or is being compromised, or that the law has been breached
- Any incident that required the approved Provider to close or reducing the number of children attending the service for a period
- Any circumstance at the service that poses a significant risk to the health, safety or wellbeing of a child attending the service

### **Relevant Legislation**

National Law 175

National Regulations 177-184

National Quality Standard

Australian Government: *Privacy Act 1988*

<http://www.comlaw.gov.au/Details/C2004A03712>

### **Key Resources**

Family Day Care Australia

[www.fdca.com.au](http://www.fdca.com.au)

Australian Government Department Education and Training *Child Care Services Handbook Sections 4.7 Who is Responsible for Ensuring Attendance Records are Kept? And 4.9 Information Management*

<https://www.education.gov.au/child-care-provider-handbook-0>

### **Related Policies**

[Appendix A Legislation](#)

[Appendix D Privacy and Communication](#)

[Appendix F QIP and Compliance](#)