



YMCA WA RECORDS MANAGEMENT PROCEDURE

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YMCA WA is officially accredited as a Child Safe Organisation

DOCUMENT CONTROL

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1.0 PURPOSE

The correct management and retention of records in relation to stakeholders, staff, children and families is a legislative and organisational requirement. All records are required to be kept up to date, stored securely, accessed by authorised persons only.

Records will be destroyed appropriately after specified times.

The YMCA WA Family Day Care Service has the responsibility to ensure the service has in place policies and procedures in relation to governance and management of the service, including the management and retention of records.

2.0 SCOPE

This Policy applies to the YMCA WA service staff and educators

3.0 ROLES AND RESPONSIBILITIES.

Role Title	Responsibilities

4.0 RELATED LEGISLATION AND STANDARDS

Legislation/Standard
Education and Care Services National Law (WA) Act 2012
Education and Care Services National Regulations, 2012
National Quality Standards

5.0 SUPPORTING PROCEDURES, POLICIES AND OTHER DOCUMENTS

Refer to the YConnect page for the current link to related documents listed below.

Document ID	Document Title
SGA-009-POL	YMCA WA Information Management
SGA-008-PROD	Archive Procedure

6.0 STEPS

All persons will comply with all policies and procedural requirements when engaging in activities relating to the operation of the YMCA WA Family Day Care Service and will correctly maintain and retain records.

1. Records and information are stored appropriately to ensure confidentiality, security and are maintain in accordance with legislative requirements.
2. Records are recorded correctly and updated as required.
3. All records relating to children, families and the operation of the service will be kept in a safe and secure manner only accessible by authorised personnel; and be destroyed after a period of time in line with legislation.
4. Records relating to an incident, illness, injury or trauma suffered by the child while being educated and cared for by the service will be kept until the child is **25 years of age**.
5. Records relating to an incident, illness, injury or trauma suffered by the child that may have occurred following an incident while being educated and cared for by the service will be kept until the child is **25 years of age**.
6. Records relating to the death of a child while being educated and cared for by the service or that may have occurred as a result of an incident while being educated and cared for will be kept until **7 years following the death of a child**.
7. Medication forms and health plans will be kept **for 3 years**.
8. Records relating to a child enrolled in the service will be kept until the **end of 3 years after the last day on which the child was educated and cared for**.
9. Records relating to the YMCA WA will be kept **until the end of 3 years after the last date on which the approved provider operated the family day care service**.
10. Records relating to the nominated supervisor, service staff, or educator providing education and care will be kept **until the end of 3 years after the last date on which the person provided education and care**.
11. All records relating to the financial operation of the service will be kept for **7 years**, unless stated differently in the YMCA WA Policies.
12. All other records unless stated in the YMCA WA polices will be kept **until the end of 3 years after the date on which the record was made**.

13. When an educator leaves or their membership is cancelled the documentation listed below is required to be submitted to the service.
- Documentation of child assessments or evaluations for delivery of the educational program
 - Any incident, injury, trauma and illness record not already submitted to the service
 - medication forms
 - Visitors book
 - Any enrolment form not submitted to the service.
 - Any attendance record not submitted to the service.
 - Outstanding toy library
 - Outstanding monies owed
14. Educators must ensure the following records are kept
- Original Children’s attendance record
 - Original Child enrolment records
 - Authorisations to be kept in enrolment record.
 - Health information to be kept in enrolment form.
15. Any documentation generated by the service or the educator in the operation of their duties and responsibilities will be kept by the service.
16. The service will destroy records after the specified time using an authorised destruction company.

7.0 FEEDBACK

Feedback on this procedure must be directed to the Document Owner outlined in the cover of this procedure.

The Document Owner is responsible for maintaining the currency of this document.

8.0 DEFINITION OF TERMS

Term	Definition
Individuals	For the purpose of this policy - refers to staff, educators , prospective staff and educators, clients, families and stakeholders
Personal Information	Includes, but is not limited to: <ul style="list-style-type: none"> • personal details (including name, address, telephone number or e-mail address) • employee records • bank account details.

Term	Definition
Sensitive Information	is a special category of personal information under the Privacy Act, which can include, but is not limited to: <ul style="list-style-type: none">• race or ethnic origin• criminal history• health information.