

POLICY & PROCEDURAL STATEMENTS

Topic: Early Learning-Keeping Children's Records

Policy: Avenue Neighbourhood House @ Eley Inc. (ANH@E) Early Learning Centre will keep children's records in accordance with *Education and Care Services National Law Act 2010* (Vic) (National Law), the Education and Care Services National Regulations 2011 (National Regulations). The Department of Education and Training is the Regulatory Authority in Victoria and The Australian Children's Education and Care Quality Authority (ACECQA) is the national, independent, statutory authority governing the National Quality Framework.

Code of Practice:

ANH@E Early Learning Centre will ensure:

Enrolment

- Enrolment records for the previous twelve (12) months, to the extent practicable, are kept at the education and care service premises (section 175(2)). If they are not kept on the premises, they must be maintained at a place readily accessible by an authorised officer, for example, the records are available online from the service premises.
- That a child's enrolment records are stored in a safe and secure place and are kept until the end of three (3) years after the last date on which a child is educated and cared for by the service (regulation 183).

Attendance

- Attendance records are kept until the end of three (3) years after the child's last day of attendance.

Child Assessments

- Assessment records are kept until the end of three (3) years after the child's last day of attendance.

Medication Records

- Medication records are kept until the end of three (3) years after the child's last day of attendance.

Incident, Injury, Trauma, and Illness Records

- Records of any incident, injury, trauma, and illness involving a child are kept until the child involved in the incident, injury, trauma, and illness turns twenty-five (25) years of age.
- At the end of each calendar year, any child recorded with an incident, injury, trauma, and illness will have their record stored separately for twenty-five (25) years.

Death of a child

- All records concerning the child are kept until the end of seven (7) years after the death of a child whilst being educated and cared for at the service.

This policy will be reviewed every two (2) years unless there are any regulatory or legislative requirements and/or any feedback from staff, parents, and the community.

Status	Current
Effective Date	08 March 2023
Review Date	By March 2025
Approval Authority	Committee of Management
Enquiries	9808 2000