

4.0 Record Keeping Policy

Policy Rationale

The Empathy Initiative believes that all staff members have the right to privacy and protection of all personal information held by the service. All staff members will treat all information gathered for children attending the service as confidential. All information will be used only in regard to program provision requirements.

Procedures

Procedures for Compliance with Information Privacy Legislation Family/child Information

- The Empathy Initiative will not store records on families or children.

Staff Information – The service will:

- Ensure the staff member meets appropriate criteria to provide care to children.
- Ensure a Staff Record can be compiled and maintained in accordance with the Education and Care Services National Law Act (2010) and the Education and Care Services Regulations (2011).
- Ensure that The Empathy Initiative holds appropriate information on staff members e.g. health needs in the event of an emergency.
- Staff Records will be stored at The Empathy Initiative Head Office for a minimum of three years after staff members cease employment with the service. (R183)

Access to Records

Staff members wishing to access their personal information need to contact the Head Office to access personal record. Concerns about the misuse of personal information can also be directed to the Head Office in writing as per The Empathy Initiative's Grievances or Complaints policy.

Retention and Disposal of Records

The retention and disposal of all records kept by The Empathy Initiative will be in accordance with the Retention and Disposal Authority for Records of Local Government Functions – PROS 09/05.

References

- ACECQA National Quality Framework Resource Kit (2012)
- Quality Area 4 – Staffing and arrangements.
- Quality Area 6 – Collaborative partnerships with families and communities.
- Quality Area 7 – Leadership and Service Management
- Education and Care Services National Law Act (2010), S 168
- Education and Care Services National Regulations (2011), R 181, 182, 183 & 184 Victorian Government – Information Privacy Act 2000 Victorian Government – Public Records Office Standard PROS 09/05

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