

Record Keeping Timeframes

Under the National Law and Regulations, services must keep records of things that relate to the operation of the service, staff members and children. These records assist the smooth running of the Service, ensure the safety of children and staff and demonstrate a willingness to be accountable for meeting the law and regulations.

The records must be readily accessible by an assessor who will also check that the documents are kept in a safe and secure place. You must ensure that all information kept in a record is treated as private and confidential, and only release information to:

- educators or medical professionals who need the information to educate or treat the child
- the staff member or family that the record relates to
- the regulator or an assessor.

Records may be kept in hard copy or electronic form. Check whether you have all of the following documents.

Type of Record	Timeframe	Reg/Law
Current public liability insurance (not needed if provided by Government)	<i>Always available for inspection</i>	<i>29,30,180</i>
Current Quality Improvement Plan	<i>Always available for inspection</i>	<i>31,55</i>
Child assessments	<i>Until the end of 3 years since the child last attended.</i>	<i>74,183</i>
Incident, Injury, Trauma and Illness Record	<i>Until child is 25.</i>	<i>87,183</i>
Medication Record	<i>Until the end of 3 years since the child last attended.</i>	<i>92,183</i>
Child attendance	<i>Until the end of 3 years since the child last attended.</i>	<i>158, 159, 183</i>
Enrolment Record Includes authorisations to collect child, consent to medical treatment, administer medication, take child outside service, take child on excursions	<i>Until the end of 3 years since the child last attended.</i>	<i>160,183</i>
Death of a child at the Service	<i>Until the end of 7 years after the death</i>	<i>12,183</i>
Record of Service's compliance history	<i>Until the end of 3 years after the Approved Provider last operated the Service.</i>	<i>167 150,177</i>
Record of responsible person	<i>Until the end of 3 years after the staff member last worked for the Service.</i>	<i>Section 162 of Law</i>
Staff Record Includes qualifications, working with children checks, first aid, asthma and anaphylaxis training	<i>Until the end of 3 years after the staff member last worked for the Service.</i>	<i>145</i>
Record of access to ECTs	<i>Until the end of 3 years after the staff member last worked for the Service.</i>	<i>152</i>
Record of educators working directly with children	<i>Until the end of 3 years after the staff member last worked for the Service.</i>	<i>151</i>
Record of Volunteers and students	<i>Until the end of 3 years after the volunteer or student last worked for the Service.</i>	<i>149</i>
Emergency and Evacuation Records Includes floor plan, procedure, risk assessment potential emergencies, evacuation rehearsals.	<i>Plan & procedure to be displayed Other records timeframe not specified</i>	<i>97</i>