

# Records and Privacy - Nominated Supervisor

## NQS 7.1.2 Continuous improvement

Name of the person conducting the checklist: \_\_\_\_\_ Date: \_\_\_\_\_

### Privacy

Do you make sure children's personal information is only available to that child's family?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you always discuss personal issues about children or families away from other children and families?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you always get families' consent before disclosing information to people or organisations they have not authorised or would not expect you to share information with?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is children's and employee's personal information stored securely eg in a locked filing cabinet in the office?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

### Records

Do you diarise to ensure employees renew Child Protection Clearances eg Working with Children Checks and first aid qualifications before they expire?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Has the Educational leader accepted the position in writing?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is the name of the Responsible Person changed in the foyer when the role moves to another person?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Have all Nominated Supervisors and Person in Day to Day Charge accepted the position in writing?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is there are record of the time educators work directly with children so assessors can check ratios are met at all times eg sign in/out sheets in rooms?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are copies of children's assessments and observations retained if children's portfolios are handed to parents?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are electronic records backed up externally eg external hard drive?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are children's medication forms, enrolment records and attendance records kept for 3 years from the date the child last attended the service?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are children's incident, injury, trauma and illness forms kept until the child is aged 25?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you have a procedure for keeping recent records like sleep and food charts that do not need to be retained eg keep last 3 months to show families and assessors?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

### Actions required