Partnership with families  
1st November to 5th November 2021

Dear Families,

As a part of the continuous improvement required by the National Quality Standard, this week we are:

* reviewing the way we organise educators to support children’s meaningful engagement in learning, and to ensure their safety and wellbeing
* reviewing our Record Keeping and Retention Policy. A summary follows:

**Record Keeping and Retention Policy**

This Policy details records that must be kept for the following, and what those records must contain:

* Nominated Supervisors, ‘Responsible Persons,’ Educational Leaders, ECTs, and other staff, students and volunteers including in relation to:
  + qualifications including those educators are ‘working towards’
  + working with children checks
  + details of educators working directly with children
  + details of ECTs working directly with children or in attendance at Service
* enrolled children including in relation to:
  + medication records
  + incident, injury, trauma or illness records
  + enrolment records
  + attendance records
  + learning documentation.

The Policy also contains records that must be kept in relation to compliance with

* the National Education and Care Law and Regulations
* Family Assistance Law (Child Care Subsidy).

The Policy also explains the length of time records must be kept for.

There is a copy of the policy near the sign in/out sheet. Please take a moment to read it.

We value your feedback.

Nominated Supervisor