



# KINGSBURY PRIMARY SCHOOL OSHC

Aspire ★ Aim ★ Achieve

## RECORDS POLICY

Kingsbury Primary School OSHC has a duty to keep adequate records about staff, parents and children in order to operate responsibly and legally. Kingsbury Primary OSHC will protect the interests of the children and their parents and the staff, using procedures to ensure appropriate privacy and confidentiality.

### HOW POLICY WILL BE IMPLEMENTED

- Kingsbury Primary OSHC orientation and induction processes will include the provision of relevant information to staff, children and parents about which records will be kept, how they will be kept, how long they will be kept.
- Records must be kept by the service, as listed in departmental OSHC Standards 5.3.1.
- Clear guidelines on which people have access to which particular records will be given to management committee members, staff and parents. These will be available at the service (see confidentiality policy).

The agencies listed below have differing requirements on the length of time the service needs to retain financial records.

AGENCY	NUMBER OF YEARS
Department of Education, Training and Employment	7 years
Department of Human Services and Health	3 years (from date of last entry)
Centrelink	2 years
Australian Taxation Office	5 years (from end of financial year)

As the bulk of OSHC records have links with all of the agencies listed, E.V.P.S O.S.H.C. will retain all records for a minimum of 7 years.

The following table shows how long specific kinds of records must be kept:

Accounting documents	7 years
Income tax documents	7 years
Time and wage records	7 years
Bank statements	7 Years
Insurance	7 years
Receipt books	7 years
Requirements for funding	7 years
Childcare Assistance(receipts from government)	3 years
Legal Accident and illness Reports	For 7 years after the child involved has reached the age of 18
Recorded information about the child's participation at the service	For 7 years after the child involved has reached the age of 18

The Department requirements regarding non-financial records, includes:

- Attendance records must be kept for 7 years.
- Records of fees charged to parents must be kept for 7 years.
- Accident and injury records must be retained for 7 years after the child involved has reached the age of 18.
- Records regarding details of illness and administration of medication must be retained for 7 years after the child involved has reached the age of 18.
- Records of OSHC Management Committee minutes and correspondence must be retained on site for 7 years and then permanently stored at State Records if the service is operated by a department school council.
- If the service changes management, all operator records will be passed onto the new operator.
- If the service closes, all records will be stored at an appropriate place either at the School or State Records.

#### **AUTHORISATION**

This policy was developed on [date] and first approved by the Kingsbury Primary School School Council on [date].

#### **NEXT REVIEW DATE**

This policy will be reviewed on [same date + 1 year]