

1.2 CHILDREN'S RECORDS POLICY

AIMS:

- Each child has an individual file that is maintained in a system compliant with requirements of the Privacy Act 2000
- Families are advised of the type of information collected in regard to their child and the purpose of this.
- The service is required to report to various government departments in order to meet funding and service requirements. All information regarding children is provided in a non identifying way except in the case of Child Care Subsidy funding.

IMPLEMENTATION:

The Coordinator is responsible to ensure that:

- Documentation of children's health and development is kept in individual child files.
- Families are notified of the contents of children's files and the purpose of collecting this information. This is done through the parent handbook.
- Records are secured in a locked cupboard or filing cabinet.
- Records of permission to attend excursions are kept on children's files.
- Individual medical plans are kept in children's files.
- Only staff working directly with a child will have access to their file.
- All information kept on a child's file is to be treated with highest level of confidentiality.
- All documentation is kept up to date on children's files.