

RECORD KEEPING AND RETENTION POLICY

The Board and Manager are responsible for overseeing and ensuring records are maintained and stored in accordance with relevant legislation.

PURPOSE

We aim to maintain and manage appropriate records in a private and confidential manner, working in accordance with legislative requirements and best practice.

SCOPE

This policy applies to families, management, community members, volunteers, visitors and staff.

PRESCRIBED RECORDS TO BE KEPT:

The following records are to be retained in a secure location at the facility for seven years:

- complaints made to the association
- copies of invoices and receipts
- the identifying number and expiry date of a Working With Children Check (WWCC), current vulnerable people check, member protection declarations or criminal history record of all staff and volunteers.
- written record of any notice given to a state or territory body about a child at risk of abuse or neglect
- an incident, injury, trauma and illness record
- staff records
- record of volunteers and students

RECORDS TO BE KEPT IN RELATION TO INCIDENT, INJURY, TRAUMA AND ILLNESS:

The details of any incident in relation to an injury received by a participant, spectator, volunteer, staff or community member. The following must be included:

- name
- date of birth
- the circumstances leading to the incident, injury or trauma
- the time and date the incident occurred
- the injury that was received
- treatment/first aid provided

- this record must be recorded as soon as is practicable, but not later than 24 hours after the incident or injury occurred

STORAGE OF RECORDS

Records made by the Association will be stored in a safe and secure location for the relevant time periods as set out above and only made accessible to relevant individuals.

CONFIDENTIALITY OF RECORDS

The association will ensure that information kept in a record is not divulged or communicated through direct or indirect means to another person other than:

- the extent necessary for the medical treatment of the person to whom the information relates
- a parent of a child to whom the information relates, except in the case of information kept in a staff record
- the Regulatory Authority or an authorised officer
- with the written consent of the person who provided the information.

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Record Keeping and Retention Policy* will be updated and reviewed regularly in consultation with families, staff, volunteers, the community and management.