



# Records and Privacy Educators

## NQS Element 7.1.2 Management Systems

Name Educator 1	
Name Educator 2	
Name Educator 3	
Name Educator 4	
Name Educator 5	

E = **Embedded** I do that **ALL** the time

K = I **know** I need to do that, but I don't do it all the time

T = Please **teach** me how to do it or improve my understanding of why I need to do it.

**ED1    ED2    ED3    ED4    ED5**

### Privacy

Do you make sure children's learning documentation is only available to that child's family?					
Do you always discuss personal issues about children or families away from other children and families?					
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?					
Do you display children's medical information where it can't be seen by other families and visitors unless the child's family has consented to its public display?					

### Records

Do you sign in and out if leaving the room/area for any length of time?					
Do you make sure to renew your child protection clearance eg Working with Children Check and first aid qualifications before they expire?					
Do you always complete children's medical records when giving children medication?					
Do you always complete incident, injury trauma and illness records as soon as possible and within 24 hours of the event?					
Do you make sure all children present have been signed in and if not sign the child in?					
Are copies of children's assessments and observations retained if children's learning documentation/portfolios are handed to parents?					

### Actions required