



Records and Privacy Nominated Supervisor

NQS Element 7.1.2 Management systems

Name of the person conducting the checklist: _____ Date: _____

Note you need to have evidence that educators are actually doing the things below.

Privacy

Do you make sure children’s personal information is only available to that child’s family? Yes No NA

Do you always discuss personal issues about children or families away from other children and families? Yes No NA

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? Yes No NA

Is children’s and employee’s personal information stored securely eg in a locked filing cabinet in the office? Yes No NA

Records

Do you diarise to ensure employees renew Child Protection Clearances eg Working with Children Checks and first aid qualifications before they expire? Yes No NA

Has the Educational leader accepted the position in writing? Yes No NA

Is the name of the Responsible Person changed in the foyer when the role moves to another person? Yes No NA

Have all Nominated Supervisors and Person in Day to Day Charge accepted the position in writing? Yes No NA

Is there a record of the time educators work directly with children so assessors can check ratios are met at all times eg sign in/out sheets in rooms? Yes No NA

Are copies of children’s assessments and observations retained if children’s portfolios are handed to parents? Yes No NA

Are electronic records backed up externally eg external hard drive? Yes No NA

Are children’s medication forms, enrolment records and attendance records kept for 3 years from the date the child last attended the service? Yes No NA

Are children’s incident, injury, trauma and illness forms kept until the child is aged 25? Yes No NA

Do you have a procedure for keeping recent records like cleaning records that do not need to be retained eg keep last 3 months to show families and assessors? Yes No NA

Actions required