



**Record Keeping and Retention Policy**

This Policy details records that must be kept for the following, and what those records must contain:

- Nominated Supervisors, ‘Responsible Persons,’ Educational Leaders, ECTs, and other staff, students and volunteers including in relation to:
  - qualifications including those educators are ‘working towards’
  - working with children checks
  - details of educators working directly with children
  - details of ECTs working directly with children or in attendance at Service

- enrolled children including in relation to:
  - medication records
  - incident, injury, trauma or illness records
  - enrolment records
  - attendance records
  - learning documentation.

The Policy also contains records that must be kept in relation to compliance with

- the National Education and Care Law and Regulations
- Family Assistance Law (Child Care Subsidy).

The Policy also explains the length of time records must be kept for.

Do you have any feedback or comments about this policy? Please include below.

Educator’s Name	Educator’s Signature