Access to Individual Children’s Records Policy

1. Policy Statement

In order to maintain confidentiality, access to children’s records must be limited.

2. Legislative Requirements

Education and Care Services National Regulations 2011

Link to National Quality Standard
7.3.1 Records and information are stored appropriately to ensure confidentiality, are available from the service and are maintained in accordance with legislative requirements.

3. Who is affected by this policy?

a) Child
b) Staff
c) Families
d) Volunteers
e) Students
f) Management

4. Implementation

Parents have access to their individual child’s records on request. Access will be in consultation with the Nominated Supervisor, or a staff member delegated by the Nominated, or in the case of a child on the Special Needs Program, with the Special Needs Co-ordinator, or a staff member delegated by the Special Needs Co-ordinator.

The UWSELL Finance Manager, Operations Manager and Administration Officer has access to all children’s files.

The Nominated Supervisor has access to all children’s records.

Other permanent contact staff, specified by the Nominated Supervisor, may have access to all children’s records.

Relief Staff do not have access to children’s individual records unless permission is obtained from the Nominated Supervisor. Access will then be restricted to records that the Nominated Supervisor assesses as relevant to the relief person’s work in the centre.

The Centre Administration Officer has access to records relevant to his/her work only. Relevance is up to the discretion of the Nominated Supervisor.

Community Services Officers are authorised to have access to children’s records. Such access must not be provided unless identification stating the position of the person can be produced.

Para-Professionals may need to discuss individual children’s records in order to fully assess the needs of an individual child. Access is to be in the form of discussion only. Such discussions would take place with the Supervisor. A written progress report may be provided to Para-Professionals where parents have prior knowledge of, and a written consent for, such a report to be provided. If requested, parents are to be provided with a copy of this report.

Other Authorised Officers, e.g. from funding bodies, have access to all centre records.

Any person authorised by law to inspect the records as stated in the Education and Care Services National Regulations 2011

Volunteers/Students are not to have access to any individual children’s records.

Parent /Authorised Persons can have access to an individual’s child’s records if the centre is provided with written authority from the parent.

There may be times when staff may temporarily relocate to another UWSELL service to provide support. In such circumstances the staff will have access according to the guidelines appropriate for their position.

Apart from the above mentioned, no other persons are to have access to children’s records at any time.

All persons who do have access to children’s records are reminded that any information contained in these records are strictly confidential.

The Licensee/Director/Supervisor will ensure that this policy is maintained and implemented at all times.

5. Sources

- Education and Care Services National Regulations 2011

6. Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

Reviewed: 23.10.12
Date for next review: 23.09.13

Approved by: Management Committee
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