



Records Retention Policy

Purpose:	The purpose of this policy is ensure the appropriate storage of relevant records and other documents	
Scope:	Children attending the College, parents and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements	
Status:	Authorised	
Authorised by:	Board Chair	Date of Authorisation: 1 Feb 2024
References:	<ul style="list-style-type: none"> • Education and Care Services National Law Act 2010 Version No.20, effective 22 November 2023 • Education and Care Services National Law (Queensland) Act 2011 Current from 1 March 2023 • Education and Care Services National Regulations 2011: Regulations 170, 171, 172, 177, 180, 181, 183, 184. Current as at 1 October 2023 • National Quality Standard: Quality Area 7 – Standard 7.1, 7.2 • Peregian Beach College's Privacy Policy • All other Peregian Beach College policies requiring records to be kept as referenced in this policy 	
Review Date:	Every 2 years	Next Review Date: 1 Feb 2026
Policy Owner:	Peregian Beach College	

Policy Statement

Records to be kept

In line with the *Education and Care Colleges National Regulations 2011*, Peregrine Beach College will ensure that records and documents as detailed below are stored in a safe and secure place:

- The documentation of child assessments or evaluations for delivery of the educational program;
- An incident, injury, trauma and illness record;
- A medication record;
- A staff record;
- A record of volunteers and students;
- The records of the responsible person at the College;
- A record of educators working directly with children;
- A record of access to early childhood teachers;
- A children's attendance record;
- Child enrolment records;
- A record of the College's compliance with legislation; and
- A record of certified supervisors placed in day-to-day charge of the education and care College.

Retention of records

The records will be kept for the following periods:

- If the record relates to an incident, illness, injury or trauma suffered by a child while being educated and cared for by the College.
- If the record relates to an incident, illness, injury or trauma suffered by a child that may have occurred following an incident while being educated and cared for by the College.
- If the record relates to the death of a child while being educated and cared for by the College or that may have occurred as a result of an incident while being educated and cared for, until the end of 7 years after the death;
- In the case of any other record relating to a child enrolled at the College, until the end of 3 years after the last date on which the child was educated and cared for by the College;
- If the record relates to the nominated supervisor or staff member of the College, until the end of 3 years after the last date on which the nominated supervisor or staff member provided education and care on behalf of the College; and
- In case of any other record, until the end of 3 years after the date on which the record was made.

Transferring records

If College approval is transferred under legislation, Peregrine Beach College will transfer the relevant documents relating to children currently enrolled with the College to the receiving approved provider on the date that the transfer takes effect. This is subject to the parent of a child first consenting to that transfer.

Insurance records

Peregrine Beach College will keep evidence of the current prescribed insurance at the premises and will make the evidence available for inspection an authorised officer when required.

Responsibilities

Peregian Beach College

Peregian Beach College has the following role and responsibilities:

- Ensure that appropriate records are kept;
- Ensure that records are kept for the appropriate period;
- Ensure that records are transferred as appropriate; and
- Ensure that evidence of insurance is kept and made available as required.

Compliance and Monitoring

In line with the *Education and Care College National Regulations 2011*, Peregian Beach College will ensure that:

- Copies of this policy and any related procedures are readily accessible to and available for inspection by the Nominated Supervisor, employees and families; and
- Parents of children enrolled at the College are notified at least 14 days before the College makes any change to a policy or procedure that may have a significant impact on the College's provision of education and care to any child enrolled at the College or the family's ability to utilise the College.