

Croydon Community School & OPTIONS

Record Keeping Procedures Policy



PURPOSE

To ensure Croydon Community School & OPTIONS complies with legislation and DET policy and guidelines in relation to record creation, maintenance and disposal.

To ensure records are stored safely and securely and only destroyed in accordance with the schedule.

To ensure the privacy of all data collected by the school is protected.

SCOPE

Schools create, receive and manage records on matters such as administration, accountability, student management, curriculum, property and facilities, school heritage, finance and personnel. All such records need to be properly managed.

Schools must create, manage and dispose of public records (electronic and hardcopy) in accordance with standards set by the Public Record Office Victoria (PROV) and guidelines issued by the Department.

Schools need to properly manage records in order to:

- meet legislative responsibilities
- ensure records are stored when needed and destroyed when permissible
- meet administrative responsibilities to staff and students.

The *Privacy and Data Protection Act 2014* and the *Health Records Act 2001* govern the collection, disclosure and storage of records containing personal information.

This policy applies to School Leadership, the Business Manager and ES staff working in administration and other staff.

POLICY

The school will manage records in a manner that enables administrative staff to easily store, retrieve and dispose of records when needed.

People are allowed to access their own records directly from the school but are denied access to the records of other people. For example, the school may be approached by those who wish to have proof of their enrolment for immigration or citizenship reasons. The school will provide this information where possible.

Student Enrolment, Admission, Attendance & Transfer Records

The school will:

- enrol eligible students, who are new to the Victorian government education system under the name contained in the documents supporting their admission; primarily their birth certificate
- keep copies of sighted documents (Note: for primary students this includes an Immunisation History Statement from the Australian Immunisation Register)
- maintain and update student details obtained on enrolment
- keep all information confidential and managed in accordance with:
 - the Department's privacy policy
 - Victorian privacy laws.

Once this information is collected and processed both electronically and in hard copy if appropriate, the school will share it only on a need to know basis which includes staff.

Computers will be password protected.

Hard copies, unless distributed to staff as part of their duty of care and regular duties (e.g. class lists), will be stored in filing cabinets provided for the purpose.

International students must provide the appropriate visa/s which will be sighted and copied and pay the relevant fees.

Before admitting a student, the school will:

- **for students transferring from another Victorian government school**, import student information using CASES21; and provide parents with the Student Enrolment Information Pack for validation of student information
- **for students who are new to the government system**, obtain a completed enrolment pack,
- for all students, the school will:
 - collect relevant admission information as above
 - provide a privacy notice to the enrolling parent explaining the use to be made of enrolment information.

The school will:

- provide student information for all students transferring out
- receive student transfer information for all students transferring in

When a Victorian government school student has been accepted at another Victorian government school, the transferring school will provide the student's information to that next school.

Important: DET policy states that 'student information' means personal and health information about the student, including achievement information, foreseeable risk and wellbeing information.

Parent consent is not required to transfer student information or records (including SSS/DCS files) to the student's next Victorian government school.

The parent/carer must be informed when the Principal of the transferring school is providing information for a student "at risk". This information will be kept confidential and shared only on a need to know basis. However, the need to know could include class teacher, Welfare Coordinator, specialist teachers and SSE staff.

The school will record attendance every period for Years 7 – 12.

The school will record in writing the reason (if any) given by the parent/carer for student absence and will securely store these records until the student transfers from the school. At this point, the Principal may choose to provide information the receiving school on any irregular attendance patterns which are a matter of concern.

Student Health Records

If a student has a specific medical condition, the school will, upon enrolment or when the health care need is identified, develop and maintain clear plans and processes to support the student's health care needs.

The school will have a Student Health Support Plan or other specific health management plans (such as an Anaphylaxis Management Plan) for a student with an identified health need, based on medical advice from the student's medical/health practitioner and developed in consultation with the student (if applicable) and parents/carers.

The school has policies and procedures available to the school community for planning for and supporting student health at school and the management of medication.

Because of the potentially life threatening nature of the conditions, all staff will be advised of the identity of students with anaphylaxis and asthma. Staff will implement and monitor the Individual Anaphylaxis Management Plan and the Asthma Student Health Support Plan which includes the Asthma Action Plan.

Copies of these plans will be located variously throughout the school.

They will be updated annually, after an incident or if the child's condition changes. When the child transfers, a copy of the latest plan will be given to the parent to take to the new school.

Administration of Medication Records and Records of Accident or Injury at School

At this school, the administering of all medications will be the responsibility of the OH&S officer.

- All parent /carer requests for staff to administer prescribed medications to their child must be in writing on the form provided and must be in original packaging with the name of the child, dosage and time to be administered (original medications bottle or container should provide this information).
- All non-prescribed medication must be accompanied by a Medication Request Form.

Written approval from parents/carers must be obtained prior to administering medications using the Medication Request Form.

All completed Medication Request Forms and details relating to children, their prescribed medication, dosage quantities and times of administering, will be kept and recorded in a confidential official loose-leaf Medications Register located in the back room of the school office. This document will be retained for at least two years after the parent/carers advise the school in writing that medication is no longer required or has been changed or if the child transfers from the school.

A confidential up-to-date register (kept under lock and key) located in the first aid room will be kept of all injuries or illnesses experienced by children who require first aid.

Parents/carers of all children who receive first aid will receive a completed form indicating the nature of the injury, any treatment given, and the name of the teacher providing the first aid.

These records will be retained for 20 years.

Student Reports

Student reports will be destroyed 30 years after student departures.

Information Collected for Camps & Excursions

The school will obtain informed, written or electronic consent (signatures) from parents/carers to take the children out of the school for a camp, day excursion or to have the student in its care after normal school hours or overnight.

Original consent forms will be taken on camp with a designated contact person and a copy will be kept at school for camps/excursions including those that require School Council approval.

A confidential medical information form will be completed by parents/carers. The teacher-in-charge will take the medical information forms on the excursion and ensure these forms are available to other excursion staff in emergency situations. Copies will be kept at school.

The school will use the DET recommended medical form and retain these forms for 20 years.

Staff Information

Essential personal documentation about each staff member will be maintained in a personal file. These will be held in the secure area with restricted access.

On cessation of employment, a staff member's personal file will be retained by the school where they were last employed for 50 years from date of cessation. The file may be reactivated if the staff member is re-employed prior to the appropriate destruction time.

If a previously employed staff member commences employment in a school, the employing school must retrieve the personal file from the school where that staff member last worked.

For a previously employed staff member, if re-employed, a personal file will already exist. This file must be retrieved rather than creating a new personal file.

Permanent school records will stay in the school until such time as transfers to the Public Record Office Victoria can be arranged. Transfers of permanent records to the Public Record Office Victoria are handled by the Department. Schools will be notified when a transfer is scheduled.

Staff may access their own records under the following conditions:

- Permission must be obtained from the Principal or Business Manager before viewing it. A reason should be stated as to why the document is to be
- accessed. The reason must be a valid one. If doubt exists, the Principal must be consulted.
- If approved, the file may be viewed or copied, as appropriate, and, if borrowed, the original item(s) must be returned intact and promptly to the person from whom they were borrowed.
- Confidentiality, professionalism and the requirements of relevant Privacy Acts must be observed in relation to information accessed.

Assets

The school will:

- use the CASES21 Asset Management System to record assets with a value of \$5,000 and over
- add new assets to the Asset Register within 30 days
- keep a detailed register of attractive items with a value less than \$5,000 and may use CASES21 Finance Asset Management System to do this
- ensure the stocktake and sighting of all assets at least every two years or more frequently for attractive items e.g. cameras
- ensure careful record keeping of all loaned assets

These records will be retained as described in the destruction schedule.

Asbestos-Related Records

If applicable, ALL asbestos-related records will be kept indefinitely even if an RDA states that the record can be destroyed i.e. after 30 years. For more information on the implications of the Document Destruction Act, the school will refer to: [Advice 18, Crimes \(Document Destruction\) Act 2006: Implications for government recordkeeping](#)

Expulsion Records

All records relating to disciplinary action resulting in expulsion of a student will be placed in the student's file and destroyed thirty years after the student departs the school.

Financial Records

Most school financial records such as statements, invoices, receipts, etc. will be kept for seven years.

The annual financial statement that is signed off by an auditor and usually presented to the School Council is the only financial record that is permanent.

School Council Records

Minutes of all meetings will be taken and will record:

- the type of meeting (regular, extraordinary or public)
- date, time and venue of meeting
- names of attendees and apologies received from members
- name of presiding officer
- the business of the meeting including the decision on the minutes of the previous meeting, inward and outward correspondence and reports of any sub-committees tabled at the meeting
- decisions of the meeting including motions and any amendments, names of movers and seconders

- whether the motion was carried or rejected
- the number of votes for and against

Minutes will be confirmed as accurate and signed by the Council President and provided to members.

There is no right of access to the Minutes of a School Council meeting under the *Freedom of Information Act 2000*. However, the school community will be kept informed of School Council matters by way of a report in the school newsletter and/or on the school website.

School Council correspondence, inward and outward, will be retained securely until able to be destroyed under the terms of the destruction schedule.

Historical Records

In some circumstances 'historical' records such as Pupil Registers can be made available to researchers. Such access is granted at the Principal's discretion but the following should be taken into account:

It is recommended that Pupil Registers covering the period of the last forty years not be made publicly available.

Some Pupil Registers are very fragile and should be handled with care.

Pupils Registers must not leave the school.

All school staff who manage records must become familiar with the two Retention and Disposal Authorities (RDA) that are used to sentence school records i.e.

- [Schools General Retention & Disposal Authority \(PROS 01/01\)](#) This RDA covers records specific to schools such as, but not limited to, reports, attendance rolls, enrolment records and school council records.
- [General Retention & Disposal Authority for Records of Common Administrative Functions \(PROS 07/01\)](#) This RDA covers records common to all public offices such as, but not limited to, financial records and personnel records.

Some school records can be destroyed under normal administrative practice (NAP). Such records include working papers, drafts, duplicate copies of records stored elsewhere and ephemeral records such as unsolicited 'junk mail'. Records destroyed under NAP do not need to be recorded in the destruction register.

The school will endeavour to keep up-to-date with the destruction of temporary records and other records according to the destruction schedule.

The school will maintain a destruction register that contains the following information:

- Title and unique identifier of record
- Relevant RDA and class
- Date of destruction
- Individual authorising destruction and their position in the school
- Method of destruction
- Individual performing/supervising destruction
- If the school employs an external organisation to destroy the records, the school will request a certificate of destruction. This certificate will be kept with the register.
- When/if requested by the Public Records Office, the school will forward relevant permanent records to the PRO.

FURTHER INFORMATION AND RESOURCES

Reference:

<http://www.education.vic.gov.au/school/principals/spag/governance/pages/archives.aspx>

Please refer also to the school's:

- Anaphylaxis Management Policy
- Archives & Records Management Policy
- Assets Management Policy
- Asthma Management Policy
- Attendance Policy
- Camps and Excursions Policy
- Medical & First Aid Emergencies Policy
- Information and Privacy Policy
- School Council Meetings Policy

REVIEW CYCLE

This policy, last updated 15th October, 2019 and will be reviewed as part of the school's three-year review cycle or if guidelines change.