



RECORD KEEPING PROCEDURES POLICY

Policy & Guidance

- Employee information is collected and stored by the Department for a number of purposes. In order to comply with privacy requirements, employees must be advised of the purpose for which the information is required and the bodies or agencies to whom the Department may disclose personal information.
- Human resource (HR) information collected by the Department may be stored either electronically or in hard copy form in personnel files.
- The Department and its schools collect and maintain employee information in accordance with the following legislation:
 - Public Records Act 1973 (Vic)
 - Fair Work Act 2009 (Cth)
 - Privacy and Data Protection Act 2014 (Vic)
 - Freedom of Information Act 1982 (Vic)
 - Occupational Health and Safety Act 2004 (Vic)
 - Health Records Act 2001 (Vic), and the
 - Workplace Injury Rehabilitation and Compensation Act 2013 (Vic)

Schools are responsible for the management and disposal of records for school staff.

Purpose

- To ensure Footscray North Primary School complies with legislation and DET policy and guidelines.
- 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.

Implementation

- The school will manage records in a manner that enables administrative staff to easily store, retrieve and dispose of records when needed.
- The school will provide a room containing at least one fire-proof safe for the purpose of housing all school records. If there are windows in this room, they will be security gridded.
- 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.
- Personnel files
A personnel file is created for a new employee who has not previously been employed in a Victorian state school or other Department location. Where a person is rehired, their personnel file must be retrieved from the previous Department work location or school. Various human resources (HR) information is collected and maintained on an employee's personnel file including but not limited to:
 - evidence of date of birth and qualifications
 - pre-employment and appointment documentation

- evidence of registration with the Victorian Institute of Teaching for teaching positions
- evidence of a Working with Children Check for non-teaching positions
- health or medical documentation
- documentation relating to probation or salary progression
- performance management related documentation
- leave applications
- authorisations for the payment of allowances or salary changes
- documentation relating to complaints, unsatisfactory performance or misconduct proceedings
- cessation documentation

The exceptions to placing records on a personnel file are:

- documents relating to the selection process,
- taxation forms (Tax File Number Declarations and Withholding Declarations) which are not put in personnel files, but stored separately in a secure location,
- documentation relating to an employee's workers' compensation claim(s). A separate file is created in the school for any such records (note: where a school-based employee transfers to another location, the file must stay in the location where the injury occurred)

- 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 storeroom 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 Form for validation of student information
- **for students who are new to the government system**, obtain a completed enrolment form.

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.
- collect and record an Immunisation History Statement

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 twice daily.

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 or 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 medication will be the responsibility of a designated member of staff.

(a) All parent /carer requests for staff to administer prescribed medications to their child must be in writing on the form provided and must be supported by specific written instruction from the medical practitioner or pharmacist's including the name of the child, dosage and time to be administered (original medications bottle or container should provide this information).

(b) 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 school office. This document will be retained for at least two years after the parent/carer advises 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 (Year F (Prep) to Year 6) will be destroyed six 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.

Consent forms will be kept at the school with a designated contact person and for camps/excursions requiring School Council approval, the teacher-in-charge of the excursion will take a copy of each consent form on the excursion.

A confidential medical information form will be completed by parents/carers before each School Council approved excursion. Any changes to medical information previously provided to the school must be highlighted. 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.

- 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 destroyed within one year of expulsion of the student or when the student ceases to be of school age, whichever is the later.

- 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 permanently.

- 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.

- Please refer also to the school's *Anaphylaxis & Asthma Management Policies, Records Management Policy, Assets Management Policy, Attendance Policy, Excursions (Including Camps) Policy, First Aid Register (Summary Sheet) Policy, Information & Privacy Sharing Policy* and the *School Council Meetings Policy*.

Evaluation

- This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update mid-June 2020).

Mandatory for VRQA purposes

School Council Approval No Longer Required

Reference:

<https://www2/education.vic.gov.au/pal/records-management-employment-information>

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