

POLICY:10.3 Confidentiality, Records and Register Management

Procedure: 10.7 Register Management

The Service will maintain a register containing information on:

- a) The FDC Educators, as required under R.153 of the National Regulations.
- b) The FDC service staff, FDC Co-ordinators, Nominated Supervisor, Educational Leader, Educator, and Educator assistants as required under R.118, 146 &154 of the National Regulations.
- c) Volunteers and students as required under R.149 of the National Regulations.

10.7.1 Linking to Policy

This procedural guidance should be read in conjunction with the service **10.3 Confidentiality, Records and Register Management** and will assist the Approved Provider, Management, Staff (Nominated Supervisors, Coordinators, and Administrative Staff members) Educators, Educator Assistants and parents to implement the policy. The procedure covers:

[10.7.2 Educator Register](#)

[10.7.3 Staff Register](#)

[10.7.4 Volunteer and Student Register](#)

[10.7.5 Retention of Records on Register](#)

[10.7.6 Notification of Changes to Information on Registers](#)

[10.7.7 Record Keeping](#)

10.7.2 Educator Register [R.153 (1)(3)]

- 1 The Service will keep an electronic register and maintain a record of each Educator and Educator Assistant.
- 2 The information to be included on the register will be gathered during the assessment and engagement process for an Educator or Educator Assistant and will be included on the register before the Educator and/or Educator Assistant commences the provision of education and care to any child.
- 3 The register will be kept up to date and checked fortnightly.
- 4 The register must contain the prescribed information in respect of each Educator and Educator Assistant engaged by or registered with a family day care service.

This information must include:

- a. The full name, address and date of birth;*
- b. The contact details of the Educator/Educator assistant;*
- c. The address of the residence and/or venue, including a statement as to whether it is a residence and/or venue;*
- d. The date that the Educator/Educator assistant was engaged by or registered with the service;*
- e. Where applicable, the date that the Educator/Educator assistant ceased to be engaged by or registered with the service, for the period of 3 years following that date;*
- f. The days and hours when the Educator will usually be providing care and education to children as part of the service;*
- g. If the Educator is an approved provider, the number of the provider approval and the date that the approval was granted (if appropriate);*
- h. Evidence of qualifications or proof that the Educator is working towards that qualification;*
- i. Evidence of first aid, CPR, anaphylaxis management and emergency asthma management training;*
- j. Evidence of any other training completed by the Educator;*
- k. A record of Working with Children Check notice number and expiry date;*
- l. Details of each child cared for by the Educator as part of the service including name, date of birth, days and hours that the Educator usually provides care for that child;*
- m. If the care is provided in a residence, the record must include the full names and dates of birth of all adults and children who normally reside at the residence;*
- n. A record of the Working with Children Check notice number, a record of criminal history record check, or teacher registration of each person aged 18 years and over who normally resides at the family day care residence, date of expiry if applicable; and*
- o. the date the Nominated Supervisor checked, the card, record or registration was sighted by the nominated supervisor of the service;*
- p. The name of the FDC Educator that the Educator Assistant will be working with.*
- q. Evidence that the Educator is adequately monitored and supported by a coordinator while the Educator is providing education and care including the following information:*
 - i. The dates and time of any visit by the coordinator to the residence for the purpose of monitoring and supporting Educators*
 - ii. The date and time of any support telephone calls between the coordinators and Educators for the purpose of monitoring and supporting Educators*
 - iii. Details of any correspondence or written material provided to the Educator from the coordinator for the purpose of monitoring and supporting Educators*

10.7.3 Staff Register [R.146 R.147 R.148 R.153 (2) R.154]

- 1 The Service will keep an electronic register and maintain a register of each co-ordinator, educational leader, nominated supervisor and all other staff employed or engaged by the service
- 2 The information to be included on the register will be gathered during the recruitment and induction process
- 3 The register will be kept up to date and checked fortnightly.

The information must include the following:

- a. *the full name, address, and date of birth of the co-ordinator;*
- b. *the contact details of the co-ordinator;*
- c. *the date that the co-ordinator was employed or engaged by the service;*
- d. *the date that the co-ordinator ceased to be employed or engaged by the service (if applicable);*
- e. *if an approved provider, the number of the provider approval and the date the approval was granted;*
- f. *evidence of any relevant qualifications held by the coordinator;*
- g. *if the coordinator is also providing education and care to children, evidence that the coordinator has completed:*
 - i. *current approved first aid training; and*
 - ii. *current approved anaphylaxis management training; and*
 - iii. *current approved emergency asthma management training;*
- h. *evidence of training completed*
- i. *A record of the Working with Children Check notice number, a record of criminal history record check, or teacher registration of each staff member; and*
- j. *the date the nominated supervisor checked the, above card mentioned, record or registration was sighted by the nominated supervisor of the service;*

10.7.4 Volunteer and Student Register [R.147 R.154]

For volunteers and students, the Co-ordination Unit will:

Include in the register details of any students or volunteers who participate in the care and education of a child.

The register must include:

- a) *full name, address and date of birth of the student or volunteer; and*
- b) *a record of the date and hours on which the student or volunteer participates in the service.*

10.7.5 Retention of Records on Register [R.153 (4)]

The information held on the registers mentioned above will be kept for a **period of 3 years after the date on which the person ceases** to be employed or engaged by or registered with the Service.

The Co-ordination Unit will provide all up to date information on the register and any changes to that information to the Regulatory Authority on request and in accordance with R.153.

10.7.6 Notification of Changes to Information on Registers

1. Educators will notify the Service in writing as soon as possible but no later than 24 hours of the following matters:
 - Any changes to the information listed above in the Specific Procedures section 1, Subsection 'a' to 'p'; or
 - Any proposed new person aged 18 years or over who intends to reside at their residence; **Please note no new adult may reside in the residence if they do not have a current working with children positive notice** or
 - Any circumstances relating to a person who has been previously considered by the approved provider that may affect whether the person is a fit and proper person to be in the company of children.
2. Educators must notify the Service of changes in writing to any of the above matters by submitting the relevant form pertaining to the notification required to be made.

10.7.7 Record Keeping [R.181 R182]

- Approved Provider and Nominated Supervisor of the service will ensure the above records and documents are stored in a safe and secure place, and for the relevant period set out.
- Personal Information will be kept on file in a locked filing cabinet and electronically and updated fortnightly or as required.
- Information kept in a record required under the National Regulations is not to be divulged or communicated to another person other than in the circumstances outlined in R.181 & R.182

Review

	Date	Details
Revision 00	07/2015	Original Policy Issued
Revision 01	12/2016	Reviewed
Revision 02	08/2017	Reviewed
Revision 03	10/2020	Reviewed and separated from Policy

Related Documents

Policies

10.3 Confidentiality, Records and Register Management

Register – Educators and Educator Assistant

Register – Staff

Register – Students and Volunteers

Reference

Refer to 10.3 Confidentiality, Records and Register Management