



Record Keeping

This Factsheet is a guide to the essential records that need to be kept by an OOSH service, and for how long.

Many records must be kept for legal purposes, whilst others are kept as part of good business practice.

When storing records, the following should be considered:

- ★ Storage must be weather, fire and water proof
- ★ Records should be stored in a secure, lockable location within the service that is accessible only to those who have authority to access the information
- ★ If storage on-site is limited and records are stored off-site, clear documentation stating where and what is in storage must be available for future reference

- ★ If records are stored at the home of a staff member and/or a management committee member, the records must be returned to the service if the staff or management committee member resigns their position.

All reasonable steps must be taken to ensure that all records are kept in such a manner as to preserve the confidentiality of the information that is contained in them and to prevent them from being damaged, lost or stolen.

The OOSH service should develop a policy stating how and where records will be stored and made available for inspection by authorised persons if required.

RECORD	WHAT TO KEEP?	FOR HOW LONG?	REFERENCE CONTACT
Accident or illness	A form or book that includes: <ul style="list-style-type: none"> • Description of injury or illness • Details of the person injured or ill (name, address) • Circumstances or contributing cause of the accident or illness • Address and location where the accident or illness occurred • Date and time when the accident or illness occurred • Action taken and/or first aid administered • Name of any witness to the accident or illness • Name of person completing the report • A copy of the report signed by parent/guardian. 	Until the child reaches (or would have reached) 24 years of age.	DoCS Children's Services Regulations 2004, Division 2, Records Clause 96 (Retention of records) Available from: www.legislation.nsw.gov.au
Attendance	Records of attendance for every child, including records of any absences - including approved and/or allowable absences	3 years from the end of the calendar year in which the care was provided.	Family Assistance Office Tel: 1800 050 021
Award	A full copy of the award should be accessible to all employees.	Always	Fair Work Tel: 13 16 28

RECORD	WHAT TO KEEP?	FOR HOW LONG?	REFERENCE CONTACT
Award and National Employment Standards	A full copy of the award should be accessible to all employees. The current Award for OOSH workers employed in community-based, not for profit services is the Children's Services Award 2010. The Award should be read in conjunction with the National Employment Standards (NES)	Always	Fair Work Australia 13 13 94 Copies of the Award available at: http://www.airc.gov.au/awardmod/awards/MA000120.pdf Copies of the NES can be downloaded from: http://www.airc.gov.au/awardmod/download/nes.pdf
Child Care Benefit	<ul style="list-style-type: none"> • Copies of notices of determinations given to the service by DEEWR for CCB purposes • Copies of receipts • Enrolment forms • Statements or other documents for the purposes of documenting an approved absence 	3 years from the end of the calendar year in which the care or event recorded occurred.	Family Assistance Office Tel: 1800 050 021
Compliance and Accountability with DEEWR	Please refer to the current Child Care Service Handbook for details of records that must be kept for approved child care services	Refer to the current Child Care Service Handbook	Department of Education, Employment and Workplace Relations (DEEWR) Tel: 13 36 84
Employees	<ul style="list-style-type: none"> • Tax file number declarations and withholding declarations • Withholding variation notices • Worker payment records • PAYG payment summaries • Superannuation records • Any fringe benefits provided 	5 years after the employee leaves	Australian Taxation Office Tel: 13 28 66
Enrolment Forms	<ul style="list-style-type: none"> • Original enrolment form 	3 years from the end of the calendar year in which the care occurred.	Family Assistance Office 1800 050 021
Income Tax and GST	<ul style="list-style-type: none"> • Cash book records of daily receipts and payments • Records of payments to employees, such as PAYG withholding and superannuation • Bank reconciliation statements • GST tax invoices and income tax records, such as debtors and creditors lists, stocktake records and motor vehicle expenses • Records of payments withheld from suppliers who do not quote an ABN 	5 years after they are prepared, obtained or the transactions completed, whichever occurs latest	Australian Taxation Office 13 28 66

RECORD	WHAT TO KEEP?	FOR HOW LONG?	REFERENCE CONTACT
Incorporated Associations	Register of: <ul style="list-style-type: none"> • Committee members • Public officer • Members (general) • Minutes of all meetings (including annual general meetings, special general meeting and committee meetings) • Financial records. 	The register of committee members must be kept by the last public officer of the association for a period of at least 2 years after the association ceases to exist. The Office of Fair Trading recommends the association keep its records indefinitely.	NSW Office of Fair Trading 1800 502 042 Refer also to: <ul style="list-style-type: none"> • Associations Incorporation Act 1984 • Associations Incorporation Regulation 1999 Available from: www.legislation.nsw.gov.au
Medication administration	<ul style="list-style-type: none"> • Details of medication administered, including name of the medication, amount administered, date and time administered, by whom, to whom, witness • Signed permission from parent/ legal guardian 	Until the child reaches (or would have reached) 24 years of age.	DoCS Children's Services Regulations 2004, Division 2, Records Clause 96 (Retention of records) Available from: www.legislation.nsw.gov.au
Occupational Health & Safety	Summary of the Act should be available to employees	Always	WorkCover NSW Tel: 13 10 50 Refer also to: Occupational Health & Safety Regulation 2001 Occupational Health and Safety Act 2000 Available from: www.legislation.nsw.gov.au
Superannuation	Details of premiums paid on behalf of an employee, including: <ul style="list-style-type: none"> • the amount of the contributions made • the period over which the contributions were made • the dates on which the contributions were made • the name of any fund to which the contributions were made 	5 years	Superannuation Hotline Tel: 13 10 20
Workers' Compensation	<ul style="list-style-type: none"> • Requirements by legislation are: • Register of injuries • Notification (to WorkCover) NSW of workplace injury • Wages records, Contracts 	5 years	WorkCover NSW Tel: 13 10 50 Refer also to: <ul style="list-style-type: none"> • Occupational Health and Safety Regulation 2001 • Workers Compensation Act 1987 Available from: www.legislation.nsw.gov.au



THIS FACTSHEET LINKS TO QA 8 'MANAGING TO SUPPORT QUALITY'.

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