

EDUCATORS - RECORD KEEPING

POLICY

Effective administration, including good communication, promotes an environment which facilitates the provision of quality care.

A range of records are required under the National Law and Regulations and through the DEEWR/CCMS system.

Records are legal documents and must be maintained accurately and stored appropriately.

PROCEDURE

1. Educators must maintain adequate written records to comply with Scheme requirements.
2. The Educator is responsible for all timesheets being completed and correctly signed and presented to the Family Day Care office by 10 am each alternate Monday.
3. All accidents/incidents are to be properly recorded and copies forwarded to the Co-ordination Unit. Parents must sight and sign form and may request a copy.
4. Medication forms must be completed and returned to Unit.
5. All record keeping must comply with confidentiality requirements.