



Records Management Policy 2017

Aims

- A. Records kept by the school will:
1. be organised and complete
 2. be accessible to relevant members of the school community (see privacy policy guidelines)
 3. be used to facilitate and improve the governance, management and education program of the school.

Scope and Application

To ensure school records are accessible, accurate and meet legislative standards. This policy is available on the school website and applies to all employees, parents and Council members.

Definitions

- A. **Records** – All hard copy and electronic records collected or in relation to staff and students employed by and attending Kerry Street Community School.

Principles

- A. Records will be kept in a systematic way by relevant persons:
1. To monitor the progress of students
 2. To inform teachers designing the educational program
 3. To assist members of the school community to understand and be involved in the community
 4. To facilitate and improve the overall management of the school
 5. To be accountable to relevant outside authorities
 6. To remain safe and secure always when not in use.
- B. Records to be kept include:
1. Employee records
 2. Student records



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3. Financial Records
 4. Administrative Records
 5. Governance Records.
- C. These records will be maintained so they are accessible, current and achieve the purpose they were designed for.
- D. Staff records will be kept for a minimum of 7 years.
- E. Student records will be kept until the student reaches the age of 25, or until any litigation is complete.
- F. The method of record keeping may evolve over time as new or altered requirements are identified.

Responsibilities

A. Council

1. Oversee the implementation of this policy
2. Review of procedures and policy

B. Coordinator

1. All staff records
2. All records related to the administration of the school
3. All records related to the school's education program

C. Teachers

1. Records related to their education program and of student progress in their classes.
(See Related Kerry Street Documentation/ Student Documents below)

D. Council Secretary

1. Maintaining council documents, including the Association Register, and minutes of Council and whole school meetings (see Related Kerry Street Documentation/ Governance Documents below)

E. Parents

1. Parents are responsible for ensuring the accuracy and timely provision of records pertaining to the student

Related Legislation

- A. Evidence Act 1906
- B. Limitation Act 1935-78



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- C. School Education Act 1999
- D. School Education Regulations 2000
- E. Privacy Act 1988 (Privacy Amendment Act 2012)
- F. Associations Incorporations Act 2015
- G. Industrial Relations Act 1979 (State)
- H. Workplace Relations Act 1996 (Federal)
- I. Association of Independent Schools Award
- J. The relevant Awards for employee wage records
- K. Income Tax Assessment Act 1997
- L. Independent School Teachers Award 1976
- M. Educational Services (Teachers) Award 2010
- N. Fair Work Act 2009

Related Kerry Street Documentation (this list is not limited to)

- A. Records Management Procedures
- B. Privacy Policy
- C. Governance Documents
 - 1. Constitution
 - 2. Kerry Street Policy and Procedures
 - 3. Governance Manual
 - 4. Minutes of all council and whole school meetings
 - 5. Council Code of Conduct
 - 6. Fit and Proper Declarations
 - 7. Council Members Register
 - 8. Association Member Register
 - 9. Risk Register
 - 10. OHS Documentation
- D. Employee and Administrative Documents
 - 1. Staff Records
 - 2. Confidential Declarations for Volunteers
 - 3. Internet Use Agreements



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4. Financial Records
5. Ordering and Suppliers
6. Forms and Stationery
7. Correspondence, Email, Fax and Telephone
8. Buildings and Grounds Information
9. Outside Agencies and Accountability
10. Health Information File
11. Incidents File
12. Archived Records

E. Student Documents

1. Teacher programs
2. Student Enrolment Records
3. Attendance records
4. Semester Reports
5. Health Records
6. Records relating to student behaviour and performance
7. Records relating to student welfare concerns
8. Correspondence relating to students
9. Excursions and Camps
10. Incidence Reports

References/Further Reading

AISWA Policies and Procedures Guidelines for Schools - Records Management.

Contact Person

Enquiries relating to this policy should be directed to the School Administration or the School Coordinator.

Breaches of this Policy

Any breach of this policy may result in disciplinary action up to and including termination.



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Authorisation and Review

- A. This policy was authorised by the Kerry Street Community School Council 14/03/05.
- B. Reviewed on 13/1/06 by meeting of staff and council.
- C. Reviewed and approved July 2016.
- D. Reviewed and Approved June 2017.
- E. To be reviewed February 2021.

Revision History

Date	Revision	Detail
22/04/2017	V1.1	Additions of missing Text, formatting, branding and revision history
13/06/2017	V1.2	Restructuring to separate principles from procedures. Additional procedures drafted for consideration.
28/06/2017	V1.3	<i>Helen Sugars Duff</i> Council approved subject to final edits. Procedures to be removed as an attachment and to be created as a standalone document.