

# St Francis Xavier Primary School

## Child Safety and Wellbeing Recordkeeping Procedures



The Child Safety and Wellbeing Recordkeeping Procedures are part of the St Francis Xavier Primary School Child Safety and Wellbeing Recordkeeping Policy. These procedures set out the mandatory requirements in all MACS schools to ensure compliance with the policy and with related legislated requirements to ensure record keeping for child safety and wellbeing.

### Recordkeeping

**St Francis Xavier Primary School ensures that full and accurate Records of all decisions and activities relevant to Child Safety and child wellbeing are created and captured.**

St Francis Xavier Primary School has the following processes in place to ensure the above is achieved:

- All concerns and complaints associated with child safety and child wellbeing are reported and recorded in accordance with the St Francis Xavier Primary School Complaints Handling Policy.
- To ensure all St Francis Xavier Primary School staff, contractors, volunteers and clergy are aware of and can comply with recordkeeping obligations, support and training measures as outlined in the below "Records Training" section will be provided.

### Record access and control

**St Francis Xavier Primary School ensures that Child Safety and Wellbeing Records can only be accessed, modified or used by those with relevant authority.**

St Francis Xavier Primary School has the following processes in place to ensure that this is achieved:

- Only authorised personnel have authority to access Records as appropriate. Staff authorised to access Records are the Principal, deputy Principal or their nominee.
- Only certain authorised personnel have authority to access, modify and use such Records, as appropriate. Authorised staff for these purposes includes the Principal, deputy Principal or their nominee.
- All *physical* Child Safety and Wellbeing Records are securely stored in locations that are locked, and which are only able to be accessed by authorised personnel.
- All *digital/electronic* Child Safety and Wellbeing Records are securely stored, by password protection and encryption where possible.

**St Francis Xavier Primary School ensures that Child Safety and Wellbeing Records can be readily accessed and used when and as required.**

**St Francis Xavier Primary School** has the following processes in place to ensure that this is achieved:

- Systems have been put in place to catalogue records with sufficient descriptive information that enable Child Safety and Wellbeing Records to be easily located and accessed when they are needed.

**St Francis Xavier Primary School has systems and process in place to ensure the authenticity and reliability of Child Safety and Wellbeing Records, so that they can be trusted as credible evidence.**

**St Francis Xavier Primary School** has the following processes in place to ensure that this is achieved:

- St Francis Xavier Primary School has put in place audit logs that show who has created or modified an electronic Record (and when).
- St Francis Xavier Primary School requires all staff to date hard copy Records confirming when the Record was created.

## **Record storage and preservation**

**St Francis Xavier Primary School ensures that Child Safety and Wellbeing Records are stored in a way that protects them from misuse, loss, deterioration and damage.**

The school has the following processes in place to ensure the above is achieved:

- All physical Child Safety and Wellbeing Records are stored in a format and made of materials that are likely to survive and be readable for their required lifetime.
- All physical Child Safety and Wellbeing Records are stored securely in environmental conditions that protect them from fire, water, pests and dust. Only authorised staff have access to the records in these locations. Authorised personnel are: Steve Peart (Principal), Marion O'Brien (Deputy Principal), Melissa Sotelo (Child Safety Team Leader and Wellbeing Leader) and Erin Walton (Learning Diversity Leader)
- All digital / electronic Child Safety and Wellbeing Records are preserved in formats that are expected to remain readable for the required lifetime of the Record.
- Digital Child Safety and Wellbeing Records are routinely backed up and / or restored on the Google Drive, as well as the administration server at the school.

**St Francis Xavier Primary School ensures that all storage locations used for the storage of Child Safety and Wellbeing Records are well maintained.**

**St Francis Xavier Primary School** has the following processes in place to ensure that this is achieved:

- Digital storage systems and devices (on which Child Safety and Wellbeing Records are stored) are regularly tested, backed-up and replaced (as necessary).
- Updates and security patches are regularly applied to digital storage systems on which Child Safety and Wellbeing Records are stored.
- Physical storage locations (in which physical Child Safety and Wellbeing Records are stored) are regularly inspected for water, heat and pest damage and are repaired where necessary.

## Records retention and disposal

St Francis Xavier Primary School ensures that Child Safety and Wellbeing Records are only disposed of:

- once they have reached their minimum retention period, in accordance with the Public Record Office Victoria Recordkeeping Standards; and
- with the authority of the Melbourne Archdiocese Catholic Schools Ltd (MACS) Director of Governance and Strategy.

St Francis Xavier Primary School ensures that records are disposed of using secure and permanent methods.

Where Child Safety and Wellbeing Records are disposed of, the school retains a record evidencing the disposal of those Records. This includes a register of all Child Safety and Wellbeing Records disposed of, which records the following:

- a description of the Record (including the date of the Record)
- when disposal of the Record was authorised by the MACS Director of Governance and Strategy.
- the type of record and the minimum retention period for the Record, as advised by MACS Information Management and Administration Team.
- the date on which the minimum retention period for the Record was reached.
- the date of disposal of the Record.
- the method of disposal of the Record.

## Records training

**The school ensures that all school staff, contractors, volunteers and clergy understand their recordkeeping obligations in respect of Child Safety and Wellbeing Records and the school's recordkeeping systems and processes (as appropriate).**

This school is to have the following processes in place to ensure this is achieved:

- On an annual basis, all school staff engaged in child-connected work receive training regarding their recordkeeping obligations in respect of Child Safety and Wellbeing Records.
- Where appropriate to the nature and responsibilities of their role, volunteers engaged in child-connected work are provided with training and information regarding their recordkeeping obligations in respect of Child Safety and Wellbeing Records.

When providing training and information to school staff and volunteers regarding their recordkeeping obligations with respect to Child Safety and Wellbeing Records, school staff and volunteers are made aware that they must do the following in respect of matters relating to child safety and wellbeing:

- document work activities including decisions made, actions taken and notes of meetings and important conversations;
- ensure records include relevant contextual information – for example, the date and location of a meeting and who was involved;

- make sure records are complete, accurate and can be understood in the future by those who were not directly involved;
- keep records in authorised systems and designated storage areas;
- understand the school’s records management policy and processes; and
- protect records from unauthorised access and disclosure.

When providing training and information to school staff and volunteers regarding their recordkeeping obligations with respect to Child Safety and Wellbeing Records, school staff and volunteers are made aware that they must not:

- destroy, delete or alter Child Safety and Wellbeing Records without authorisation;
- damage or lose Child Safety and Wellbeing Records in their care;
- keep Child Safety and Wellbeing Records on personal devices or personal cloud storage locations or in portable storage devices such as USBs; or
- remove Child Safety and Wellbeing Records from school premises without authorisation.

<b>Responsible director</b>	Director, Learning and Regional Services
<b>Policy owner</b>	General Manager, Legal and Professional Standards
<b>Approving authority</b>	Director of Learning and Regional Services
<b>Risk Rating</b>	High
<b>Approval date</b>	14 September 2022
<b>Date of next review</b>	April 2023

POLICY DATABASE INFORMATION	
<b>Assigned Framework</b>	Child Safety
<b>Related documents</b>	Child Safety and Wellbeing Recordkeeping Policy
<b>Superseded documents</b>	
<b>New procedure</b>	New