



Catholic College Sale

CHILD SAFETY RECORD KEEPING POLICY

1.0 POLICY AUTHORITY

The Board of Catholic College Sale Limited ('the Board') governs the College. Based on the principle of subsidiarity and in keeping with the Board's Delegations Schedule, the Board delegates a broad range of duties, functions, powers and authority to the Principal of Catholic College Sale (CC Sale). This includes the effective implementation of this *Child Safety Record Keeping Policy* and the compliance obligations outlined herein.

2.0 INTRODUCTION

Catholic College Sale is committed to the responsible management of child safety records. The Principal and delegated staff ensure that information is properly captured, maintained, stored, accessible and disposed of in accordance with legislative and other internal and external requirements.

The College understands that we must maintain a robust information security environment that protects our records from unauthorised access, use, disclosure, modification, loss or damage. All College staff share responsibility for understanding and observing the broad range of internal controls – policies, procedures, systems, organisational structures, software and hardware functions – that ensure these security objectives are met.

3.0 PURPOSE

This policy sets out principles and procedures for the effective management of child safety records. Observance of these principles and procedures enables the College to fulfil record keeping obligations under Victoria's Child Safe Standard 2 of Ministerial Order No. 1359, *Managing the Risk of Child Abuse in Schools and School Boarding Premises*.

4.0 DEFINITION

Record/records

In this policy, a record is all information that College staff and personnel create, send or receive that provides evidence of decisions, directions and activities, particularly with regard to child safety.

Records may be in digital or physical format, including documents, email correspondence, financial statements, photographs, website pages, and social media posts.

Records can be formal, like meetings minutes and student files, or informal like a chat history and instant messages.

5.0 PRINCIPLES

Catholic College Sale will ensure that:

- 5.1 full and accurate records of activities and decisions are created and kept to meet legislative requirements and community needs;
- 5.2 records are organised so they can be readily accessed and used for authorised purposes;
- 5.3 systems and processes are developed to ensure records are kept secure from unauthorised access, amendment, use, release and disposal;
- 5.4 records are stored in secure physical locations and systems that will protect them from misuse, damage, deterioration or loss;
- 5.5 records are preserved in a readable and accessible format for their minimum required retention period;
- 5.6 staff seek authorisation prior to disposing of records;
- 5.7 staff do not dispose of any records that are likely to be required in a legal proceeding;
- 5.8 records are only be disposed of when they have reached their minimum required retention periods.

6.0 PROCEDURES

6.1 Record creation and retention

Staff, contractors and volunteers must keep clear and comprehensive notes relating to incidents, disclosures and allegations of abuse. These records may become helpful if/when a report is made to the relevant authorities. The records may also be sought at a later date if the matter is the subject of Court proceedings.

NOTE: As at July 2019, there is a 'freeze' on destroying records relating to child safety, health and wellbeing in schools and early childhood programs, until further notice.

6.2 Record keeping responsibilities

The Principal must ensure that:

- Staff, contractors and volunteers understand when and why records must be created;
- Staff, contractors and volunteers receive training on their record keeping obligations and the College's record keeping systems and processes;
- Storage locations are locked, systems are password protected and users are issued with individual passwords;
- Personal and sensitive records are only accessible to authorised staff;
- Records are stored so they are protected from misuse, loss, deterioration and damage;
- Records are retained or disposed of in accordance with College's *Records Retention Guide*, the exception being records relating to child safety, health and wellbeing, which are to be held in perpetuity until legislation prescribes otherwise.

College staff, contractors and volunteers must:

- Document decisions made, actions taken and notes of meetings and important conversations;
- Ensure records include relevant contextual information – for example, the date and location of an incident, disclosure or allegation 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;
- Protect records from unauthorised access and disclosure.

College staff, contractors and volunteers must not:

- Destroy, delete or alter records without authorisation from the Principal or Principal's delegate;
- Damage or lose records in their care;
- Keep records on personal devices or personal cloud storage locations or in portable storage devices such as USBs;
- Remove records from College premises without authorisation from the Principal or the Principal's delegate.

6.3 Privacy and information sharing

Information and records relating to incidents, complaints, responses and decisions are treated as confidential, except where the sharing or distribution of information and/or records is mandated by statutory requirements or the principles of natural justice. In this regard, if an incident, disclosure or allegation involves conduct that is serious and/or potentially criminal, any legal obligations to report relevant information to external authorities will override confidentiality.

The College is a prescribed Information Sharing Entity (ISE), meaning that, where legislated requirements are met, the College is able to share confidential information with other ISEs to promote child wellbeing or safety. This occurs via the Child Information Sharing Scheme (CISS) or the Family Violence Information Sharing Scheme (FVISS).

7.0 RELATED COLLEGE POLICIES

- Child Safety and Wellbeing Policy
- Responding to and Reporting Child Safety Incidents and Concerns Policy
- Child and Family Violence Information Sharing Schemes Policy
- Privacy Policy

8.0 RELATED LEGISLATION AND REFERENCES

- Privacy Act 1988 (Cth)
- Australian Privacy Principles 1988 (Cth)
- Australian Standard on Records Management AS4390
- Freedom of Information Act 1982 (Cth) Privacy Act 1988 (Cth)
- Child Wellbeing and Safety Act 2005 (Vic.)
- Child Wellbeing and Safety (Information Sharing) Regulations 2018 (Vic.)
- Education and Training Reform Act 2006 (Vic.)
- Evidence Act 2008 (Vic.)
- Family Violence Protection Act 2008 (Vic.)
- Family Violence Protection (Information Sharing) Regulations 2018 (Vic.)
- Freedom of Information Act 1982 (Vic.)
- Health Records Act 2001 (Vic.)
- Privacy and Data Protection Act 2014 (Vic.)
- Public Records Act 1973 (Vic.)
- Ministerial Order No. 1359: Child Safe Standards – *Managing the Risk of Child Abuse in Schools and School Boarding Premises*

9.0 MONITORING AND REPORTING

The Board is responsible for monitoring the implementation of this policy and for providing reports as required to the members of the company, i.e., the Bishop of Sale and the Provincial of the Marist Brothers Australia Limited (MSA Ltd).

The Principal is responsible for:

- Ensuring compliance with the obligations outlined in this policy;
- Assigning authority, responsibility and accountability at appropriate levels within the College for policy implementation and compliance;
- Providing delegated staff with the direction, support and resources necessary to fulfil policy requirements;
- Ensuring cyclic reviews of the policy and recommending to the Board any revisions that may be required to accommodate changes in legislation and diocesan directives;
- Reporting and escalating concerns, issues and policy breaches to the Board and working collaboratively with the Board to resolve them.

10.0 APPROVAL

Approved by	CC Sale Ltd Board
Person(s) Responsible	Principal
Date(s) Reviewed or Updated	June 2022
Next Review Date	June 2024