



montessori school

Record Keeping Policy

1.1 Introduction

Records are defined as any record of information, however, recorded.

1.2 Record Keeping

Records which contain information which is of administrative, legal, fiscal, evidential or historical value and is not recorded elsewhere on the public record must be maintained and stored ensuring their physical safety and security.

Student records, including medical records, are placed in the individuals file in the main office and or in a secure data base. The administrative staff are responsible for keeping these locked away and secure.

The School's capture and use of information must comply with privacy legislation.

Note: In terms of The Criminal Code, Section 85, any staff member who corruptly by act or omission falsifies, destroys, alters or damages any record is guilty of a crime and is liable to imprisonment for three years.

1.3 Relevant Acts

- State Records Act 2000 (Ownership, Freedom of Information, confidentiality and security of records).
- Financial Administration and Audit Act 1985 (Financial records to be retained and period of retention).
- Evidence Act 1906 (Types of information and records acceptable as evidence in a court of law).
- Limited Act 1935-1978 (Period of time within which legal proceedings may be commenced).
- Freedom of Information Act 1992 (Legal right to access of documents held by schools; amendment of personal information contained in a public record).
- Public Sector Management Act 1994 (Standards to be maintained in the creation, management, maintenance and retention of records).
- The Criminal Code (Section 85).
- School Education Act 1999 (The provision regarding the confidentiality of records and the management of enrolment and attendance records).

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Signed by Chairperson:

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