

# College Records Policy



THE KING'S COLLEGE  
Be exceptional.



## Compliance and Review

The King's College is committed to the continuous improvement of its Child Protection Programme and adhering to the WA child protection laws, regulations and standards. The King's College is guided in the formulation of our policies by the National Principles for Child Safe Organisation (National Framework for Protecting Australia's Children)

## The King's College Records Policy

Endorsed by:	The Principal	Updated:	October 2019
Approved by:	The College Board	Next review:	October 2020

## COLLEGE RECORDS POLICY

The King's College is responsible for the proper management of all records. The monitoring of students' and system performances, communicating with peers, students, parents and other stakeholders in the education process and community generally, as well as reporting on what has been done and why, requires the creation and maintenance of records, whether in paper or electronic form.

Records and information are integral to most activities and the standard of their management impact both directly and indirectly on productivity and service provision.

Accurate written records should be maintained and retained for the following matters:

- Access to Students
- Behaviour Management
- Child Protection
- Complaints and Disputes
- Emergency Drills
- Student Records
- Medical Records
- Parental Permission and Information Forms
- Risk Management
- Sexual Harassment
- Staff Rosters
- Student & Parent Contact and Correspondence
- Financial Records

### ACCESS TO STUDENTS

#### Enrolment

The College has a Duty of Care to all its enrolled students whilst they are in the care of the College. To do this, all staff personnel are required to furnish current Police Clearance certificates and all visitors are required to present to the college reception and obtain a visitor's pass before entering the College campus.

Whilst the College encourages parental involvement in its programmes, issues relating to Family Court orders and custody arise from time to time requiring the College to ensure that only the appropriate people have access to its students.

The College maintains a current register of students who have access restrictions. Office staff are required to check with this list before allowing access onto the College or by phone. This information is gained from the appropriate section of the enrolment form, and it is expected that families update the College should access details change. In addition, an access alert appears on the SEQTA database for all relevant families.

The details relating to the Family Court directives and orders are filed in the family information. Office staff will inform the appropriate class teacher(s) of access restriction details upon enrolment of the student or when details change.

#### Behaviour Management

The process for managing inappropriate behaviour is through the discipline procedures set out in the "I'm Really Safe" (IRS) program, the Behaviour Management Policy, and the Bullying Management Policy procedures. All communication must be recorded on the appropriate forms, incident forms or parent letters.



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All copies are to be filed into student files, and appropriate entries on to the relevant student's communication log in the SEQTA database.

### Disputes and Complaints

From time to time conflict, such as complaints or disputes, may arise between a staff member and a parent or between staff members. Complaints and disputes that are formally communicated to the College should be noted on the parent/teacher interview sheet or file note and filed in the student or staff files. Should the complaints proceed further the Conflict Resolution Policy procedures need to be followed and all communications recorded in the student files.

### Individual Student Records

The student records' files are stored in the secure archive system located in the administration building. The student records files is a file of all relevant information concerning the child's educational history. The file is established at the commencement of enrolment and is maintained throughout the period of enrolment at The King's College. Students transferring from another school will most likely have existing information which should be incorporated.

### File Contents

Student files contain:

1. Copies of student reports. It is the responsibility of the form teacher to ensure that copies of semester reports are added to the student's file.
2. Records of all behaviour management.
3. Any details helpful in monitoring the student's academic, spiritual and social progress. E.g. NAPLAN results.
4. Copies of confidential reports compiled by a consultant or educational professional.
5. Notes concerning any contact or communication of substance with parents and other educational professionals may also be retained on the file.
6. Medical records, emergency contact details and enrolment forms.
7. Any written records of suspected abuse in the form of observations of injuries, records of student statements etc.
8. Upon transfer of enrolment, office staff should review the file for removal of information that is determined best held by the college. Parent permission must be obtained to allow the transfer of confidential student information. This is usually obtained at enrolment.

### Individual Staff Files

The staff files containing personal information, job descriptions, confidentiality agreements, curriculum vitae, professional development certificates, copies of police clearances, letters of appointment and personal financial information are stored in the administration under the supervision of the Human Resources Manager. Appointments made to staff in January 2019 onwards are stored electronically in the Human Resources Platform and is managed by the Human Resources Manager.

### Administrative Parent/Staff Files

All financial information relating to parents – including fee statements and receipts, etc – is kept filed in confidential personal files in a secure place, managed by the Finance Officer.

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All financial information relating to staff – including letters of appointment, tax declarations, superannuation and pay slips etc – is kept filed in confidential personal files in a secure place, managed by the Human Resources Manager.

### **Confidentiality**

All staff are required to complete a Confidentiality Agreement on commencement of work at the college which requires a commitment to uphold the privacy laws of any personal and business information with which they may come into contact.

### **Archives**

When a student, family or staff member is no longer a part of The King's College community, their personal files are archived into a locked and secure place, overseen by the Enrolments Officer.

### **APPLICABLE LAW**

The King's College acknowledges its obligations to comply with all relevant and applicable statutes and laws of the State of Western Australia and the Commonwealth in the implementation of its College Records Policy.

### **RELEVANT POLICIES**

Duty of Care Policy  
Child Protection Policy  
College Security Policy  
Privacy Policy  
Attendance Policy  
Complaints Management Policy  
Critical and Emergency Incidents and Crisis Management Policy  
Evacuation and Lockdown Policy  
Occupational Health and Safety Policy  
College Scholarships Policy  
Debt Collection Policy  
Criminal Screening Obligations Policy  
Confidentiality Policy and Agreement