

## Contemporaneous Records Policy

### Introduction

The Director General of the Department of Education WA requires, through the *School Standards*, that all schools maintain a contemporaneous record of all staff who are present and working directly with an early childhood class at any time.

The contemporaneous record is designed to provide evidence that the required staff to student ratio has been maintained and allow staff and students who were present at a particular time to be identified.

Child Side Playgroup and School (CSS) acknowledges the importance of maintaining contemporaneous records in the Early Childhood Cluster (ECC) to comply with legislative requirements and guidelines. These records are essential for documenting children's safety including movement and interactions with educators and adults who visit the classroom from time to time. This document outlines the procedures that the CSS has in place to meet these requirements.

### Scope and Application

This policy relates specifically to children enrolled in Kindergarten (Kindy Children).

This policy applies to any adult who is present with the children and working directly providing education and care for the children in ECC of CSS.

Typically, this will include:

- Co-Principal (Senior Educator)
- Co-Principal (Administration)
- Continuity and Cohesion Educators (CCE)
- Companion Educators (CE)
- Education Assistants (EA)
- Administration Assistant
- Relief Teachers
- Practicum Teachers and Work Experience Students
- Parents engaged in a specific role (not for morning work)
- Volunteers
- Specialist Support – School Psychologist, School Nurse
- External Therapists

The use of the word child/children in this policy refers to students in the context of the school environment.

The use of the word Educator/Educators in this policy refers to registered teachers in the context of the school environment.

### Related Legislation/Guidelines

- Guide to the Registration Standards and Other requirements for Non-Government Schools

## Related Policies/Guidelines/Documents

- Retention of Records Policy
- Privacy Policy
- Code of Conduct – School Staff
- Code of Conduct – Parent/Guardian
- Staff Recruitment Policy
- Access to Students Policy
- Child Protection Policy
- Therapy of School Site Policy
- Critical and Emergency Incidents and Crisis Management Policy
- General Duty of Care Policy
- Risk Management Policy and Risk Management Register

## Definitions

### **Contemporaneous Records**

Records that are made at or about the time of the event they document.

### **Early Childhood Teacher**

An early childhood teacher either holds an early childhood teaching qualification or has, in the opinion of the Principal, sufficient experience as an early childhood teacher.

### **Early Childhood Teaching Qualification**

The qualification must be both —

- (a) accepted as an early childhood teaching qualification by the Australian Children's Education and Care Quality Authority (ACECQA), either as listed on its website or on the basis of an individual assessment; and
- (b) accepted by the Teacher Registration Board of Western Australia (TRBWA) for registration in any category in Western Australia.

### **Early Learning Classroom**

Classroom or learning environment catering to children in the early years, typically aged 0-8 years. A contemporaneous record must be kept for each class of students in their final year of the early education period (kindergarten) or in their pre-compulsory education period (pre-kindergarten).

### **Final year of early education period**

*Refers to Kindergarten*

### **Pre-compulsory education period,**

*Refers to pre-kindergarten.*

### **Working Directly with Students**

For the purpose of standard 4.3, a person is working directly with the students in Pre-Kindergarten and/or Kindergarten when he or she is:

- (a) physically present with the students; and
- (b) directly engaged in providing education and care to them.

## Policy Statement

CSS will maintain a contemporaneous record for the purposes of demonstrating that the ECC staff to child ratio is maintained and that an Educator is in attendance and working directly with the children as required (see standard 2 - 2.2 \*).

These records may also be a source of evidence in the event of a critical incident or complaint, including historical complaints (i.e. one made many years after the event).

**\*Standard 2. Staff Student Ratios - 2.2** *In classes for, or including students in the final year of their early education period and/or in their pre-compulsory education period, unless the Director General has provided prior approval and subject to standard 4 - 4.2(a)\*\*:*

- (a) the staff to student ratio is one staff member, working directly with the students, to a maximum of 10 students. Staff may take breaks of up to 30 minutes per day 'off the floor'. Throughout the break the staff must remain on the school premises and be immediately available to assist if required. In planning staff breaks, adequate supervision must be maintained at all times and the overarching consideration must be the needs of the students; and*
- (b) at least one early childhood teacher is in attendance for every 30 students or fewer at all times that students are present.*

**\*\* Standard 4. Staff - 4.2** *In each class for, or including students in the final year of their early education period and/or in their pre-compulsory education period, unless the Director General has provided prior approval:*

- (a) each teacher is an early childhood teacher. In the event of the absence of an early childhood teacher.
  - (i) if the absence totals no more than 60 days in a school year or is due to the teacher's resignation, his or her place may be filled by a primary-qualified teacher for the remainder of the school year; and*
  - (ii) in all other cases, the teacher's place must be filled by an early childhood teacher.**

### A Contemporaneous record:

- is to be kept by the person with knowledge and responsibility for the early childhood staff on any particular day and must be completed on that day.
- must be kept of all staff working directly with the children in each session and of the educator with responsibility at the time.
- must state the time(s) in and time(s) out, the person's name and position title for each staff member working directly with the children.
- must be meticulously maintained and be fit for purpose.

It is not necessary for the record to accompany the children if they move between areas of the school. However, the person responsible for maintaining the record must record to whom responsibility for the children is handed over, and at what time. During these 'out of cluster' sessions, the staff to child ratio must be maintained but that, as the sessions will be brief, it is not necessary for the early childhood educator to accompany the children provided an appropriately trained educator will be responsible.

## Policy Review

All policies are reviewed and amended in accordance with CSS *Policy on Policies and The CSS Policy, Guidelines, Procedures and Frameworks Register*.

This policy and associated guidelines will be reviewed every two years; provided that an earlier review is undertaken whenever a matter or other information becomes evident regardless of indicators or not, there has been a policy or procedural failure.

## Appendices

Appendix 1	Child Side School Contemporaneous Record Guidelines and Procedures
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### Version Management

VERSION	DATE REVIEWED	DATE RATIFIED	CHANGES MADE	AUTHOR OF CHANGES	NEXT REVIEW DATE
1	April 2024	12/06/2024	Policy Formulated	JM	Term 2 2026

## Child Side Playgroup and School Contemporaneous Record Guidelines and Procedures

### Introduction

This *Contemporaneous Record Guidelines and Procedures* sets out how CSS manages the requirements of maintaining and retaining contemporaneous records.

### Record Keeping Responsibilities:

**Continuity and Cohesion (CCE) and Companion (CE):** Educators are responsible for maintaining records for each child (attendance roll) in their care and maintaining records for any adult who is present with the children and working directly with the children (contemporaneous records).

**Administrative Assistant:** dependent upon the location of the ECC group, is responsible for maintaining contemporaneous records for any adult who is present with the children and working directly with the children. They are also responsible for the archiving of records at the end of every term.

**Co-Principal (Senior Educator):** is responsible for overseeing the record-keeping process and ensuring compliance with legislative requirements.

**Co-Principal (Administration):** is responsible for ensuring that appropriate record-keeping procedures are in place and adhered to.

### Contemporaneous Records are kept for:

Any adult who is present with the children and working directly with the children.

Typically, this will include:

- Co-Principal (Senior Educator)
- Co-Principal (Administration)
- Continuity and Cohesion Educators (CCE)
- Companion Educators (CE)
- Education Assistants (EA)
- Administration Assistant
- Relief Teachers
- Practicum Teachers and Workplace Students
- Volunteers
- Parents/Guardians
- Specialist Support – School Psychologist, School Nurse
- External Therapists

### The Contemporaneous Records will include:

1. The date when the person was working with the children.
2. The name of the person
3. The time they started working with the children.
4. The time they finished working with the children.
5. The role they performed.

**The record will be kept in the MAG (office area)** - not accessible to other children or general individuals and will be completed by either the Administration Assistant or the person working with the children (CCE or CE). The record will be overseen, checked, and kept by the Co-Principal (Senior Educator) who is responsible for the early childhood staff.

Records should be made in a timely manner, preferably immediately after the observed event. Records must be accurate, objective, and respectful of children's privacy and confidentiality.

**The record will be maintained in a black A4 ring lock file** which has removable, photocopied pages with a copied template for ease of use.

A copy of this Contemporaneous Record Guidelines and Procedures should be provided at the front of the file.

**Records will be emptied from the file at the end of every term** and filed in calendar order in a *Contemporaneous Records File* in a locked cabinet by the Administrative Assistant.

### **Storage and Access**

- **Contemporaneous records are considered confidential** and will be maintained appropriately as outlined in the *CSS Privacy Policy*.
- The daily records file will be kept in the MAG office area, accessible for use by the Administration Assistant and Educators where it is out of reach of children and general individuals.
- **Records will be emptied from the file at the end of every term** and archived in calendar order in a *Contemporaneous Records File* in a locked cabinet in the office by the Administrative Assistant.
- **The Co-Principals and the Administrative Assistant are authorised to have access to the locked cabinet where archived records are maintained.**
- **Records can be accessed upon request to the Co-Principals by relevant authorities.**
- Records will be archived in accordance with *CSS Records Retention Policy*.
- Under legislation, all *Contemporaneous Records* should be maintained by CSS indefinitely.

### **Training and Support**

- All ECC Staff will receive training annually on effective record-keeping practices and the importance of maintaining the contemporaneous records.
- The Administrative Assistant will receive training and ongoing support to assist with the management and maintaining of contemporaneous records.
- The Co-Principal (Administration) will regularly review and update record-keeping procedures to ensure compliance with legislative requirements and best practices.