**MILC**

**Record Keeping Policy**

Our Record Keeping Policy follows the PROV guidelines - [Public Record Office Victoria Recordkeeping Standards (PDF, 653KB)](https://prov.vic.gov.au/sites/default/files/files/media/creating_managing_and_retaining_records_of_child_sexual_abuse_final_0.pdf)

* Ensure full and accurate records are created to document all aspects of child safety
* Records are properly managed, protected and retained over time.
* We carefully consider which records might reasonably be required in the case of an allegation being made in the future and ensure they are properly managed and retained.
* We have established policies, processes and systems to ensure recordkeeping requirements are met.
* We ensure that employees, volunteers, contractors and outsourced providers understand and meet their recordkeeping responsibilities.
* We monitor and check recordkeeping activity to ensure that correct action is being undertaken and implement remedial action where necessary.
* We will create a full and accurate record to document any allegation / incident and how this is investigated, responded to and managed.
* The following records will be kept in the case of future allegations:
	+ Personnel and work placement records, including results of Working with Children Checks.
	+ Records which could be used to provide information about the whereabouts of an alleged abuser or child within a particular timeframe (rosters, attendance sheets, sign on sheets, observation records, personnel records, leave records, records showing travel or visits, enrolment, attendance, absence records).
	+ Records outlining our program, what it involved and how it was managed, including policies, procedures or flyers outlining the program.
	+ Records detailing policies, guidelines, training programs and behavioural standards.
* We will
	+ store the records securely so that they cannot be lost, damaged, altered or tampered with over time.
	+ Store the records confidentially so that privacy is protected and only authorised people are aware of them and can access and use them for legitimate purposes.
	+ Retain the records for as long as they might reasonably be needed for current or possible future legal proceedings, in such a way that they can be accessed and used for authorised purposes.
	+ Ensure that contextual information is retained with the records, so that future users are able to understand them and that they can be used to provide good evidence.