



Instrument of the Education and Early Childhood Services Registration and Standards Board of South Australia

Specified by the Education and Early Childhood Services Registration and Standards Board of South Australia in accordance with regulation 13 of the Education and Early Childhood Services (Registration and Standards) Regulations 2025 (State Regulations)

Record-keeping requirements for Occasional Care, Mobile Care and Schedule 1 early childhood services

This document published by the Education and Early Childhood Services Registration and Standards Board of South Australia (the Board) prescribes the record-keeping and documentation requirements for occasional care, mobile care and schedule 1 early childhood services.

In accordance with section 175 of the Education and Care Services (National Law) (South Australia) (the National Law), as modified by clause 3(1)(h) of Schedule 2 of the *Education and Early Childhood Services (Registration and Standards) Act 2011* (State Act), an approved provider must keep the documents specified by the regulations available for inspection by an authorised officer.

Regulation 13 (1) of the State Regulations states that the 'prescribed documents' are 'documents as may be specified by the Board from time to time'. The Board has specified the following documents for the purpose of regulation 13 in relation to Occasional Care, Mobile Care and Schedule 1 early childhood services.

- 1.1 an incident, injury, trauma and illness record as set out in regulation 87;
- 1.2 a medication record as set out in regulation 92;
- 1.3 a staff record as set out in regulation 145 ;
- 1.4 a record of volunteers and students as set out in regulation 149;
- 1.5 the records of the responsible person at the service as set out in regulation 150;
- 1.6 in the case of a centre-based service, a record of educators working directly with children as set out in regulation 151;
- 1.7 a record of access to early childhood teachers as set out in regulation 152;
- 1.8 a children's attendance record as set out in regulation 158;
- 1.9 child enrolment records as set out in regulation 160;
- 1.10 a record of certified supervisors placed in day-to-day charge of the education and care service under section 162 of the National Law; and
- 1.11 a record of the service's compliance with the National Law as set out in regulation 167.

The following information specifies the periods that records are to be kept, and the place and manner in which documents are to be stored in accordance with regulation 13 of the State Regulations.

2. Storage of records and other documents

- 2.1 Records and documents must be stored in a safe and secure place.
- 2.2 Records and documents must be kept for the following periods—
 - 2.2.1 if the record relates to an incident, illness, injury or trauma suffered by a child while being educated and cared for by the education and care service, until the child is aged 25 years;
 - 2.2.2 if the record relates to an incident, illness, injury or trauma suffered by a child that may have occurred following an incident while being educated and cared for by the education and care service, until the child is aged 25 years;
 - 2.2.3 if the record relates to the death of a child while being educated and cared for by the education and care service or that may have occurred as a result of an incident while being educated and cared for, until the end of 7 years after the death;
 - 2.2.4 in the case of any other record relating to a child enrolled at the education and care service, until the end of 3 years after the last date on which the child was educated and cared for by the service;
 - 2.2.5 if the record relates to the approved provider, until the end of 3 years after the last date on which the approved provider operated the education and care service;
 - 2.2.6 if the record relates to the nominated supervisor or staff member of an education and care service, until the end of 3 years after the last date on which the nominated supervisor or staff member provided education and care on behalf of the service; and
 - 2.2.7 in case of any other record, until the end of 3 years after the date on which the record was made.

3. Storage of records after service approval transferred

- 3.1 If a service approval is transferred under the Law, the transferring approved provider must transfer the documents relating to children currently enrolled with the service to the receiving approved provider on the date that the transfer takes effect.
- 3.2 The transferring approved provider must not transfer the documents relating to a child unless a parent of the child has first consented to that transfer.

Notes

- 1. The record-keeping requirements outlined in this document are mandatory and subsequently, a breach of these requirements is an offence under the National Law.
- 2. References to **regulations** in paragraphs 1.1-1.11 are references to the Education and Care Services National Regulations
- 3. **Schedule 1 early childhood service** is defined in regulation 12 of the State Regulations.

Requirements Made by the Board
10 December 2025