



CHILD SAFETY AND WELLBEING RECORDKEEPING PROCEDURE

INTRODUCTION

The Child Safety and Wellbeing Recordkeeping Procedure forms part of Salesian College Sunbury's (the College's) policies for child safety and wellbeing. This procedure takes into account relevant requirements within the State of Victoria, including the specific requirements of the Child Safe Standards as set out in Ministerial Order No. 1359 and the Public Record Office of Victoria Recordkeeping Standards and the Australian Privacy Principles contained in the Privacy Act 1988 (Cth).

PURPOSE

This procedure ensures that Child Safety and Wellbeing records are created, maintained and disposed of in accordance with Public Record Office Victoria Recordkeeping Standards, including minimum retention periods.

Child Safety and Wellbeing records are any records that involve or relate to matters concerning child safety or which involves or relates to matters involving the safety or wellbeing of a child, which may include records relating to:

- concerns or complaints relating to child safety or the safety or wellbeing of a child
- safety incidents involving a child
- mandatory reporting
- reportable allegations
- reportable conduct
- other matters relating to child safety or the safety or wellbeing of a child.

SCOPE

This procedure applies to all College Staff, including those involved in religious ministry in the College, and should be read in conjunction with related College policies and codes of conduct, including:

- Child Safety and Wellbeing Policy
- Code of Conduct for Staff
- Complaints Handling Policy
- Privacy Policy

PROCEDURE

1. Recordkeeping

- 1.1. The Principal must ensure that full and accurate records, that meet legislative requirements and community needs, of school activities and decisions relevant to Child Safety and Wellbeing are created and captured.
- 1.2. All concerns and complaints associated with child safety and child wellbeing will be reported and recorded in accordance with the school's Complaints Handling Policy.
- 1.3. Support and training measures will be provided to ensure all staff are aware of and can comply with their recordkeeping obligations.

2. Access to and control of records

- 2.1. The Principal will ensure that Child Safety and Wellbeing Records can only be accessed, modified or used by those with relevant authority.
- 2.2. Systems and processes in place will ensure Child Safety and Wellbeing Records are kept secure from unauthorised access, amendment, use, release and disposal.
- 2.3. Only authorised staff have authority to access, modify, use, release or dispose of records as appropriate. Authorised staff are listed in Appendix 1: Authorisation for Child Safety and Wellbeing Records.

- 2.4.** All printed or hard copy Child Safety and Wellbeing Records will be securely stored in locations that are locked, and which are only able to be accessed by authorised staff.
- 2.5.** All digital / electronic Child Safety and Wellbeing Records will be securely stored in such a way as to prevent unauthorised access.
- 2.6.** The Principal will ensure that Child Safety and Wellbeing Records are arranged and managed so they can be readily accessed and used for authorised purposes.
- 2.7.** Systems are in place in the school to register Child Safety and Wellbeing Records with sufficient descriptive information to enable the records to be easily located and accessed.
- 2.8.** The Principal will have systems and processes in place to ensure the authenticity and reliability of Child Safety and Wellbeing Records, so that they can be trusted as authoritative evidence, including:
 - audit logs showing who created, or modified an electronic record (and when).
 - hard copy records will include dates that indicate when the record was created.

3. Record storage and preservation

- 3.1.** The Principal will ensure that Child Safety and Wellbeing Records are stored in a way that protects them from misuse, loss, deterioration and damage.
- 3.2.** The following processes will be in place to store and preserve records:
 - All physical Child Safety and Wellbeing Records will be stored in a format and made of materials that are likely to survive and be readable for their required lifetime.
 - All physical Child Safety and Wellbeing Records will be stored securely in environmental conditions that protect them from fire, water, pests and dust.
 - Only authorised staff will have access to the records in these locations. Authorised staff are listed in Appendix 1.
 - All digital / electronic Child Safety and Wellbeing Records will be preserved in formats that are expected to remain readable for the required lifetime of the record.
 - Digital Child Safety and Wellbeing Records will be routinely backed up and / or restored on the school's systems.
- 3.3.** The Principal will ensure that all storage locations used for the storage of Child Safety and Wellbeing Records are well maintained. The following processes will be in place to ensure that this is achieved:
 - Digital storage systems and devices (on which Child Safety and Wellbeing Records are stored) will be regularly tested, backed up and replaced (as necessary).
 - Updates and security patches will be regularly applied to digital storage systems on which Child Safety and Wellbeing Records are stored.
 - Physical storage locations (in which physical Child Safety and Wellbeing Records are stored) will be regularly inspected for water, heat and pest damage and are repaired where necessary.

4. Record retention and disposal

- 4.1.** Child Safety and Wellbeing Records will be preserved in a readable and accessible format for their minimum required retention period.
- 4.2.** The principal will ensure that Child Safety and Wellbeing Records are only disposed of:
 - once they have reached their minimum retention period, in accordance with the Public Record Office Victoria Recordkeeping Standards and
 - with the written authorisation of the college Board.
 - Disposal of any Child Safety and Wellbeing records requires written authorisation from the College Board or its delegate.
- 4.3.** The Principal will ensure that records are destroyed / deleted using secure and permanent methods.
- 4.4.** When Child Safety and Wellbeing Records are destroyed / deleted, the Principal will retain a record providing evidence of the disposal of those records, including a register detailing the following:
 - the type / description of the record (including the date of the record)
 - when destruction of the record was authorised and by whom.
 - the relevant disposal schedule and class reference number

- the date of destruction of the record.
 - the method of destruction of the record.
- 4.5.** No Child Safety and Wellbeing Records likely to be required in a legal proceeding are to be deleted or destroyed
- 4.6.** The Public Records Victoria Schedule, PROS 19/08 outlines the retention period required for records of organisational response to child sexual abuse incidents and allegations and are summarised in Table 1 below:

Function/activity	Disposal action
Policy, strategy and procedures	Permanent
Reporting and investigations	Destroy 99 years after action completed
Training and development	Destroy 45 years after action completed
All other Child Safety & Wellbeing records	Minimum 75 years

Table 1: PROS 19/08 Retention and Disposal Authority for Records of Organisational Response to Child Sexual Abuse Incidents and Allegations

5. Online and remote learning activities

- 5.1.** All Staff are required to understand their recordkeeping obligations in respect of Child Safety and Wellbeing Records and the school's recordkeeping systems and processes.
- 5.2.** The Principal will ensure that all Staff engaged in child connected work receive training regarding their recordkeeping obligations in response of Child Safety and Wellbeing Records as soon as practicable, after their commencement.
- 5.3.** Training provided to Staff will include guidance regarding how to:
- document work activities including decisions made, actions taken and notes of meetings and important conversations
 - ensure records include relevant contextual information e.g. the date and location of a meeting and who was involved
 - make sure records are complete, accurate and can be understood in the future
 - keep records in authorised systems and designated storage areas
 - protect records from unauthorised access and disclosure.
- 5.4.** During training and information about their recordkeeping obligations with respect to Child Safety and Wellbeing Records, Staff will be made aware that they must not:
- destroy, delete or alter Child Safety and Wellbeing records without authorisation
 - damage or lose Child Safety and Wellbeing records in their care
 - keep Child Safety and Wellbeing records on personal devices or personal cloud storage locations or in portable storage devices such as USBs or
 - remove Child Safety and Wellbeing records from school premises without authorisation.

DEFINITIONS

See Glossary of Terms for a full set of definitions

Child safety

Child safety includes matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to suspicions, incidents, disclosures or allegations of child abuse (Ministerial Order No. 1359).

Child Safety and Wellbeing Record

Any record that involves or relates to matters concerning Child safety or which involves or relates to matters involving the safety or wellbeing of a Child, which may include records relating to:

- concerns or complaints relating to child safety or the safety or wellbeing of a child
- safety incidents involving a child

- mandatory reporting
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Record

A record is information in any format created, received and maintained as evidence of business activities, transactions and / or decisions. A record may be digital (such as an email, Word, Excel, PowerPoint or finalised and / or scanned PDF documents) or hardcopy (paper / physical) format. The emergency treatment provided to employees, students and others who suffer injury or illness while at work/school, using the facilities or materials available at the time. In the case of severe injury or illness, members of staff are not required to diagnose or treat the condition apart from carrying out the appropriate first aid procedures. Diagnosis and treatment are the responsibility of the ambulance officer or medical practitioners.

RELATED POLICIES AND DOCUMENTS

Child Safety Code of Conduct

Child Safety and Wellbeing Policy

Complaints Handling Policy

Reportable Conduct Policy

Privacy Policy

Privacy Collection Notice - Students and Parents

Child Safety and Responding and Reporting Obligations Policy and Procedure

Glossary of Terms

DOCUMENT INFORMATION

Responsible director	AP - Savio and Bosco Campuses
Policy owner	College Executive
Approving authority	College Executive
Assigned board committee	-
Committee Approval Date	-
Executive Approval date	21/05/2026
Next Review date	21/05/2028
Publication	Schoolbox; Website

POLICY DATABASE INFORMATION	
Assigned framework	MS4-Student_Care; CA4-Student Care, Safety & Welfare
Superseded versions	2026 v1.0

APPENDIX 1: Authorisation For Child Safety And Wellbeing Records

Role	Modify	Use	Release	Dispose/Destroy
Principal	Yes	Yes	Yes	Yes
Strategic Director of Business, Finance and Operations	No	Yes	No	No
Deputy Principal	Yes	Yes	Yes	No
Child Safety Officers	Yes	Yes	No	No