

SIENA COLLEGE

CAMBERWELL

CHILD SAFETY AND WELLBEING RECORD KEEPING POLICY



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Only certain authorised personnel have authority to access, modify and use Pastoral Notes, as appropriate. Authorised staff for these purposes include: Principal, Deputy Principal, Heads of House, College Counsellors and Head of Learning Diversity, if required to support NCCD documentation.

All physical Child Safety and Wellbeing Records are securely stored in locations that are locked, and which are only able to be accessed by authorised personnel.

All digital/electronic Child Safety and Wellbeing Records are securely stored, by password protection and encryption where possible. This utilises the Siena Central System.

Sienna College ensures that Child Safety and Wellbeing Records can be readily accessed and used when and as required.

Sienna College has the following processes in place to ensure that this is achieved:

Systems have been put in place to catalogue records with sufficient descriptive information that enable Child Safety and Wellbeing Records to be easily located and accessed when they are needed.

Sienna College has systems and process in place to ensure the authenticity and reliability of Child Safety and Wellbeing Records, so that they can be trusted as credible evidence.

Sienna College has the following processes in place to ensure that this is achieved:

Sienna College has put in place audit logs that show who has created or modified an electronic Record (and when).

Sienna College requires all staff to date hard copy Records confirming when the Record was created.

Sienna College Counsellors also utilise Halaxy to record details of counselling notes

Record storage and preservation

Sienna College ensures that Child Safety and Wellbeing Records are stored in a way that protects them from misuse, loss, deterioration and damage.

The school has the following processes in place to ensure the above is achieved:

All physical Child Safety and Wellbeing Records are stored in a format and made of materials that are likely to survive and be readable for their required retention period.

All physical Child Safety and Wellbeing Records are stored securely in environmental conditions that protect them from damage, including, fire, water, pests and dust. Only authorised staff have access to the records in these locations.

All digital / electronic Child Safety and Wellbeing Records are preserved in formats that are expected to remain readable for the required retention period of the Record.

Digital Child Safety and Wellbeing Records are routinely backed up and / or restored on Siena Central

Sienna College ensures that all storage locations used for the storage of Child Safety and Wellbeing Records are well maintained.

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Ministerial Order No. 1359: Implementing the Child Safe Standards Managing the Risk of Child Abuse in Schools and School Boarding Premises

[Public Record Office Victoria Recordkeeping Standards](#)

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