

Little Lakes Learning's Record Keeping and Reporting Policy

Effective Date: April 4, 2022

Last Updated: September 10, 2023

Introduction

At Little Lakes Learning, we recognize the importance of accurate record-keeping and reporting to maintain the quality and integrity of our educational services. This Record Keeping and Reporting Policy outlines our commitment to maintaining clear and organized records and to complying with all relevant legal and regulatory requirements.

Policy Statement

Accurate Records

Little Lakes Learning is dedicated to maintaining accurate and complete records of all activities related to our educational programs and services.

Compliance with Laws

We will comply with all applicable laws and regulations regarding record keeping and reporting, including but not limited to privacy and data protection laws.

Record Keeping Guidelines

Types of Records

Little Lakes Learning will maintain various types of records, including student records, financial records, personnel records, and other records relevant to our operations.

Record Retention

Records will be retained in accordance with applicable laws and regulations, and Little Lakes Learning's records retention policy.

Data Security

We will implement security measures to protect the confidentiality and integrity of records, including electronic records.

Reporting Requirements

Compliance Reporting

Little Lakes Learning will provide reports and information as required by relevant regulatory bodies, funding agencies, and accreditation organizations.

Incident Reporting

Employees and tutors are required to promptly report incidents, concerns, or issues that may impact the quality or safety of our educational programs or services.

Data Privacy and Confidentiality

Confidentiality

Little Lakes Learning will maintain the confidentiality and privacy of records, in compliance with privacy laws and regulations.

Access to Records

Access to records will be restricted to authorized individuals with a legitimate need to access them.

Training and Education

Training Programs

Little Lakes Learning will provide training to employees, tutors, and staff members on record-keeping procedures, data privacy, and reporting requirements.

Review and Audit

Regular Review

Little Lakes Learning will conduct regular reviews and audits of our record-keeping practices to ensure accuracy and compliance.

Conclusion

Little Lakes Learning is dedicated to maintaining accurate records, complying with legal requirements, and safeguarding the privacy and confidentiality of sensitive information. We believe that robust record-keeping and reporting are essential to maintaining the quality and integrity of our educational programs and services.