

Confidentiality Policy

Policy Statement

This policy is to address the issues of privacy and confidentiality of the children, staff, volunteer workers and parents /guardians of children in care. It aims to protect the privacy and confidentiality by ensuring that all records and information about individual children, families and management are kept in a secure place and are only accessed by or disclosed to those people who require the information to fulfil their responsibilities at the service and have a legal right to know

Links Education and Care Centres National Regulations 2018, National Quality Standard 2018

REGS	168	Education and care services must have policies and procedures
	170	Policies and procedures to be followed
	171	Policies and procedures to be kept available
	177	Prescribed enrolment and other documents to be kept by approved provider
	181	Confidentiality of records kept by approved provider
	183	Storage of records and other documents
	184	Storage of records after service approval transferred
QA	7.1	Governance supports the operation of a quality service
	7.2	Leadership- Effective leadership builds and promotes a positive organisational culture and professional learning community.

Procedure:

- The service collects, stores, discloses, and disposes of all personal information according to the National Privacy Principles contained in the *Privacy Act 1988 (Commonwealth)* and all other relevant legislation.
- The service only collects personal information that is necessary to deliver high quality education and care to the children enrolled in the service, for related activities, and to meet its regulatory responsibilities.
- Students/Volunteers are not permitted to remove any service documents or to use information gained at the service without the Directors/ Nominated Supervisor's written consent. They are not permitted to discuss children attending the service, the families or the educators away from the service (e.g. TAFE, training organisations), or to use their names in any assignments.

Collecting Information in relation to children

- Personal information must only be collected and used specially for the purpose of the organisation's function. Personal information should be collected in an unobtrusive way.
- Persons providing the information should be given appropriate access to their information and be advised about the purpose for the collection of the information.
- The primary purpose for collecting information is to enable staff to provide your child with an individual developmentally appropriate program that is educational, stimulating, nurturing and safe.

Use & Disclosure

- Personal information: Disclosure of information should only be for the purpose for which it was collected. This is with limited exceptions, and can only be used for a secondary

purpose when it relates specifically to the primary purpose of the collection of the information.

- Sensitive information: Can only be used when informed consent is obtained at the time the information is collected.
- Fun 4 U management discloses personal and sensitive information to the staff, for the specific purposes of administration and education of your child.
- In relation to food allergies, preferences and cultural requirements, children's photo and specific food they cannot have will be displayed in places of exposure to families, staff and children.
- Fun 4 U staff will obtain family permission before disclosing a child's personal and sensitive information to a professional attending our centre for the specific purpose of providing a service for our child. This includes early intervention teachers, speech therapists, occupational therapists, doctors and counsellors.
- If you provide Fun 4 U management and staff with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them why you are disclosing that information.
- Fun 4 U staff will obtain family permission before:
 - Displaying photos within the centre and in the individual developmental records – via enrolment form.
 - Enabling a student to observe and plan for individual children.

In relation to Staff:-

- Management will have a record of the full name of staff to sign on arrival and departing including absences.
- Full name of visitors arriving/departing and reason for visit
- Fun 4 U management takes all reasonable precautions to ensure personal information that we collect, use and disclose is accurate, complete and up-to-date. **Please ensure you inform Fun 4 U of any changes to the information supplied.**
- All records regarding staff, children and their families, obtained by management or staff are to be kept in a locked filing cabinet to which only authorised staff has access or maintained on the OWNA app.
- Families can view their child's records at any time upon request, this being personal and developmental

All matters pertaining to the service should be considered to be confidential and should not be discussed with unauthorised personnel. This includes:

- Information pertaining to any child enrolled at the service and/or that child's family
- Information about any of the staff or committee members and/or their families
- Information on issues relating to the running of the service.
- Privacy is to be respected at all times.
- No information is to be given out without written authority from the parent or legal guardian
- The only exceptions will be for legal reasons such as information for the police or Department of Community Services

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- Confidential information is to be stored in a secure, lockable cabinet or in the office which is only accessible to staff
- A confidential issue can be discussed at a meeting without divulging the personal details of the individual/s involved. Once the meeting is closed details should not be discussed with people outside the meeting
- Any information given in confidence to a staff member should remain between that member of staff and the Director. If the Director considers that this information will impact on the well being of any child or staff member at the service, then the information will be shared as is necessary.
- There will be times when parents need to speak in confidence with staff of the service. This should be done in a quiet private area

Idle discussion does nothing but undermine the staff's relationship with parents and is detrimental to the good name of the service. The privacy of others should be respected at all times.

Comments