Confidentiality Policy

**POLICY:**

Waratah All Year Care Centre protects the privacy and confidentiality of all individuals by ensuring that all records and information about individual children, families, staff and management are kept in a secure place and are only accessed by or disclosed to those people who need the information to fulfil their responsibilities at the centre or have a legal right to know.

All staff, students and volunteers will be required to sign a confidentiality agreement on commencement of employment.

**CONSIDERATIONS:**

* Regulation 160 “Child enrolment records to be kept by approved provider and family day care educator”
* Regulation 181 “ Confidentiality of records kept by approved provider
* Regulation 183 “ Storage of records and other documents

**PROCEDURES:**

All employees and Management are provided with written guidelines detailing: what information is to be kept confidential and why, what confidential information they may have access to in order to fulfil their responsibilities and how this information may be accessed, who has this legal right to know what information and where and how the confidential information should be stored

Every enrolling family member / guardian is provided with clear information about: what personal information is kept and why, my legal authority to collect personal information, third parties to who Waratah All Year Care discloses such information as a usual practice

Confidential conversations that staff have with family members, or the co-ordinator has with a staff member will be conducted in a quiet area away from children, family members and staff. Such conversations are to be minuted and stored in a confidential folder within a locked office

Information about staff members, will be stored in a locked office and will only be accessed by the centre coordinator, owners and individual staff members

All matters discussed at committee meeting will be treated as confidential

No member of staff may give information or evidence on matters relating to children and / or families to anyone other than the custodial family member / guardian when the information has been obtained in the course of employment at the centre unless prior written approval by the custodial family member / guardian is obtained. Exceptions may apply regarding information about children when subpoenaed to appear before a court of law. Notwithstanding these requirements confidential information may be exchanged in the normal case of work with other staff members at Waratah All Year Care and may be given to management, when this is reasonably needed for the proper operation of the centre and the well being of users and staff

Staff will protect the privacy and confidentiality of other staff members by not relating personal information about another staff member to anyone either within or outside the centre

Students / people on work experience / volunteers will only divulge information gained from Waratah All Year Care upon receiving written approval from the centre coordiinator

DATE ENDORSED\_\_\_\_\_May 2015\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE FOR REVIEW AND EVALUATION\_\_\_June 2018 \_\_\_\_\_\_\_\_\_\_\_\_\_