CONFIDENTIALITY POLICY

(Regs. 145–152, 168, 174–178)
Background
Preschool services have access to sensitive and private information about children, families, employees and management. Records and information must be stored appropriately to ensure confidentiality, must be available at the service, and must be maintained in accordance with legislative requirements. Information should not be collected unless it is required. People are entitled to know why information is being collected and the service’s policy about disclosure of the information it holds. Personal information about children should not be held without families’ knowledge.

Policy
St Joseph’s Hindmarsh School and Preschool service makes every effort to protect 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 accessed by, or disclosed only to, those people who need the information to fulfil their responsibilities at the service or have a legal right to know in accordance with legislative requirements.

Implementation
The following records for each child are confidential and must be kept in a secure and accessible place:

- personal details (name, address, date of birth)
- relevant medical details (if any)
- relevant custody details (if any)
- details of people authorised to collect children from the program
- forms for signing in and out of children at the beginning and/or end of programs (the daily attendance register)
- name, home and work address and phone numbers of families/approved persons
- name, address and phone numbers of people who may be contacted in an emergency
- authorisation to seek emergency medical, hospital and ambulance services (or the chosen alternative of the families/approved person)
- any special needs or considerations relating to the child’s medical needs/excursion needs
- authorisations to administer medication, and details of medication administered
- written authorisations to take children outside the service (e.g. excursions).

Under the Regulations, there are specific staff and educator records that need to be kept.
At St Joseph’s School and Preschool service, the records are confidentially maintained through:

- Having a secure file for each employee.
- Noting qualifications and maintaining a copy for confirmation in the secure file. This includes first aid and associated courses (e.g. asthma and anaphylaxis training).
- Maintaining any information in relation to the employees Conditions of Employment and associated benefits including taxation declaration.
- Maintain records of performance review and professional development and training.
- Ensuring there is contact information for next of kin.
- Ensuring where confidentiality applies to conversations, only those directly involved and with a need to know are required to be present, e.g. conversations with families about children, staff hand-overs and meeting reports.
- Ensuring that confidential information is handled and stored securely and access is restricted to those who have a need to know.
- Ensuring that all parents/caregivers are aware of their right to view all confidential information in relation to their child/children and understand the requirements relating to access to confidential information and the need to update where required.
- Where a child has left the service, all confidential files relating to the child will be forwarded to the school for storage and held for the allotted time.

Philip Schultz  
Principal

Anne Burke  
School Board Chairperson

Dated: June 2015