Confidentiality Policy

Policy Statement
Victor Harbor Community Kindergarten protects the privacy and confidentiality of individuals by ensuring that all records and information about individual children, families, staff and Governing council 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 kindergarten or have a legal right to know.

Procedures
* Every staff and governing council member is provided with a confidentiality agreement to sign.
* Individual children’s records will be accessed by staff and the Parent / Guardian of the child. These will be stored away when not in use.
* Confidential conversations that staff have with parents or with other staff members will be conducted in a quiet area away from the children and adults.
* Detailed personal forms and sensitive information will be stored securely in the filing cupboard.
* All matters discussed at Governing Council and Staff meetings will be treated as confidential.
* No member of the staff may give information or evidence on matters relating to children and /or their families to anyone other than the custodial parent/guardian when that information has been obtained in the course of employment at the Kindergarten. Exceptions may apply regarding information about children when subpoenaed to appear before a court of law.
*Confidential information may be exchanged in the normal course of work with other staff members at the kindergarten and may be given to the Governing council when this is reasonably needed for the proper operation of the Kindergarten and the well being of users and staff.
* Staff will protect the privacy and confidentially of other staff members by not relating personal information about other staff member to anyone else within or outside the kindergarten. Phone numbers of staff and families will not be given out to others unless the family or staff member concerned has given permission.
* Students/people on work experience/volunteers will not make staff, children, families at the kindergarten an object for discussion outside the kindergarten nor will students at any time use family names in their practical records or tutorial discussions.

Review 2016

APPROVED AND CHECKED BY:
AUTHORISED:

VHCK CENTRE DIRECTOR ____________________________ DATE:

GOVERNING COUNCIL REPS. ____________________________ DATE