



Purpose

Victor Harbor Community Kindergarten protects the privacy and confidentiality of all individuals at the centre by ensuring that all records and information are kept in a secure place. Only those that have a legal right to know and / or require information to fulfil their responsibilities at the centre will have access.

Procedure

1. All staff members and Governing Council members must sign a confidentiality agreement prior to commencing their duties.
2. Children's individual records will be accessible by staff and parents / caregivers only. When not in use these records will be securely stored.
3. Confidential conversations between staff and parents / caregivers will be conducted in a quiet area away from other adults and children.
4. Detailed personal forms and sensitive information will be securely stored in a lockable filing cabinet.
5. All matters discussed at the Governing Council meetings and staff meetings will be treated as confidential.
6. No member of staff is permitted to provide information on matters relating to another child or family, only to those that are entitled to the information.
7. Exceptions may apply when certain information is subpoenaed to appear before a Court of Law.
8. Confidential information may be exchanged in the normal course of work between staff members at the centre. The same applies to the Governing Council members where there is reasonably evidence that the information is needed for the proper operation of the centre.
9. Staff will protect the privacy of other staff members by ensuring no personal information is divulged to others.
10. No personal contact details will be divulged to others unless the family or staff member has consented.
11. Students, volunteers and those on work experience will be informed that no information gathered while at the centre can be used for discussion outside of the kindergarten.
12. No family names will be used by students in their practical records or tutorial discussions.

Approved and Checked By

Review 2019

Approved and Checked By:

Centre Director

.....Date

Governing Council Representative

.....Date