



Confidentiality Policy

1. POLICY STATEMENT

We aim to protect the privacy and confidentiality of the children, parents/caregivers, families, visitors, volunteers and educators. All the information Walkerville OSHC Service collects is essential in helping it provide a high level of individual care for each child, and also to enable the processing of payments. Some of the information we collect is to satisfy our legal obligation under the Education and Care Services National Law, including the maintenance of staff records and the comings and goings of volunteers, visitors and family members to the service. Information will not be disclosed to those not associated with Walkerville OSHC Service including its educators, families and children, unless with written consent, or unless required to meet legislative requirements. This may include an inspection of the records or providing copies of information.

2. SCOPE

This policy applies to the following but is not limited to, personal information about children and families, including sensitive information about:

- Full name, date of birth, address, phone number (next of kin), emergency contact details.
- Authorised contacts, court orders, parenting orders or plans provided by an approved provider.
- Gender, language used in the home, cultural background, religion.
- Special considerations (ie. Cultural, religious, dietary or additional needs).
- Medical treatment for the child, Medicare number, health fund details & anything enclosed on the enrolment form.
- Family relationships, attendance details and home life.
- Photos & Videos participating at OSHC.
- Banking Details.

The following information collected about former, current or prospective job applicants, staff members and contractors:

- Full name, date of birth, address, phone number (next of kin)
- Gender, language used in the home, cultural background, religion
- Special considerations (ie. Cultural, religious, dietary or additional needs)
- Information provided on job application
- Professional development history
- Salary payment information including superannuation
- Medical information
- Complaint records and investigation reports
- Leave details
- Shift records
- Attendance at service
- Engagement, training, disciplining or resignation
- Termination of employment
- Terms and conditions of employment, performance or conduct.
- Hours of employment
- Salary and wages
- Membership of professional or trade association.
- Union membership
- Recreation, long service, sick, personal, maternity, paternity or other leave.
- Taxation, banking and superannuation affairs.

3. Roles and responsibilities

<u>Title</u>		<u>Authority/responsibility for</u>
Nominated supervisor(s)	Rebecca Vandermoer & Sheridan Fiegert	Whole service, administration, staff management,
Approved Provider	Principal of Walkerville Primary School	Principal duties, delegation to the responsible person in charge

ICT Manager	Ben Huynh	ICT management, updating system, computer security
Archiving and document	Susan Mann	Archiving and sorting documents, destroying documents

4. **IMPLEMENTATION**

(a) The Approved Provider (Walkerville Primary Governing Council Inc) will:

- Ensure the service has adequate facilities and processes to file, archive & destroy documents within the relevant period.
- Respects the right for families/caregivers to make decisions concerning their child's involvement at OSHC.

(b) Disclosure of information

Walkerville OSHC discloses information to appropriate authorities when controlled, approved and documented by the service, these external bodies may include;

- SPIKE
- MYOB
- Tanda
- Bpoint
- QKR
- Sentral
- Internet Banking
- Google Drive
- Approved Auditors
- Government Bodies

(c) A Nominated Supervisor/Certified Supervisor will:

Use of child information

- Administrative tasks
 - Ensure that the full name, date and time of each child attending the service is recorded and kept
 - Enable all students to take part activities

- Admission and enrolment
- Keep parents/caregivers informed about matters related to their child

Duty of Care

- Use of staff member, contractors, volunteers and job applicants
- Administering individual engagement, employment or contract
- Insurance purposes
- Satisfy OSHC legal obligation
- Enable the running's of the service

(d) Educators will:

- Not divulge the previously stated information or communicate directly or indirectly to another person other than and only where it is for a purpose relevant and related to the employer;
- Medical Authorities
- Child Abuse report line
- Guardians/ care givers
- Authorised Officer
- Nominated Supervisor
- Under any law or act
- School publications
- Government departments

5. Sources

- ACECQA - Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011
- National Quality Standard

6. Legislative References

NATIONAL QUALITY STANDARD

Quality Area 2- Children's Health. & Safety **2.1** Health **2.2** Safety

Quality Area 3- Physical Environment **3.1** Design

Quality Area 4 - Staffing Arrangements **4.2** Professionalism

Quality Area 5 - Relationships with children **5.1** Relationships with children

Quality Area 6 - Collaborative partnerships with Families and Communities **6.1 & 6.2**

Quality Area 7- Governance & Leadership

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

76 - Information about educational program to be given to parents

158 - Children's attendance record to be kept by approved provider

160 - Child enrolment records to be kept by approved provider and family day care educator

161 - Authorisations to be kept in enrolment record

162 - Health information to be kept in enrolment record

165 - Record of visitors

168 - Education and Care service must have policies and procedures

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 documents

184 - Storage of records after service approval transferred

199 - Modifications relating to National Authority and Regulatory Authorities

MY TIME OUR PLACE

Outcome 1: Children have a strong sense of identity

Children feel safe, secure, and supported

Outcome 2: Children are connected with and contribute to their world

Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation

Outcome 3: Children have a strong sense of wellbeing

Children become strong in their social and emotional wellbeing Children take increasing responsibility for their own health and physical wellbeing