Port Broughton Kindergarten
Confidentiality Policy

OBJECTIVE:
To ensure the Director, staff and others involved within the Preschool, such as volunteers and students, respect the policy and procedures relating to confidentiality concerning records maintained at the service and information concerning children, families and staff at Port Broughton Kindergarten.

POLICY STATEMENT:
Open communication between home and Preschool is encouraged to ensure that the individual needs of the children are met and that the Preschool is operating smoothly and effectively. This information however, including records relating to individual children and families, is confidential and practices will be put in place to ensure the privacy of all using Port Broughton Kindergarten.

Implementation:
- Confidentiality will be maintained at all times by the Director, staff, students and volunteers.
- Confidentiality will be maintained in relation to:
  - Staff and their families
  - Children enrolled at the Preschool
  - Families of children enrolled at the Preschool
  - Records kept at the Preschool concerning staff, children and their family.
- Records relating to a child must remain confidential, and are accessible only to:
  - The Director
  - Individual staff members authorised to access the records
  - An Authorised Officer
  - The parents/guardians of the child
  - The Regional Director/Assistant Regional Director of the Department of Education & Child Development (DECD)
  - A person otherwise authorised by law to inspect the records
  - Any person who is authorised in writing, by the child’s parents/guardians, to inspect the records
- No information obtained by staff will be provided to another individual or organisation without written permission from the parent/guardian.
- All records will be kept in a locked area.

Issue Number: 1 Issue Date: 31/5/2012 Review Date: May, 2015

Signed: ______________________________________  ________________________________
Chairperson - Governing Council  Director