

Mawson Lakes School - OSHC

Policy Statement on Confidentiality

The Mawson Lakes School OSHC Service protects the privacy and confidentiality of 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.

HOW POLICY WILL BE IMPLEMENTED (specific policies and procedures)

- Every employee, management committee member and member of the operating body is provided with clear written guidelines detailing:
 - what information is to be kept confidential
 - what confidential information they may have in order to fulfil their responsibilities and how this information may be accessed.
 - who has a legal right to know particular information
- Confidential conversations that staff have with parents, Director, Assistant Director or other staff members, will be conducted quietly away from others.
- Personal forms and information must be stored securely (e.g. in a locked filing cabinet in the OSHC office).
- Information about staff members will be accessed only by the Director or Assistant Director, the individual staff member concerned or the Principal.
- All matters discussed at committee meetings must be treated as confidential.
- No member of staff may give information on matters relating to children to anyone other than the custodial parent/joint guardian or guardian when that information has been obtained in the course of employment at the service. However, staff must give such information to a court of law if subpoenaed to do so. Notwithstanding these requirements, confidential information may be exchanged in the normal course of work with other staff members at the service and may be given to the management committee or operator's representative, when it is needed for the proper operation of the service and the wellbeing of users and staff.
- Staff will protect the privacy and confidentiality of other staff members by not relating personal information about another staff member to anyone, either within or outside the service.
- Students/people on work experience/volunteers will not discuss staff/children or families at the service outside the service, nor will they ever use family names in oral, recorded or tutorial information.

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
- permission for child to leave the service unaccompanied (if applicable)
- iPads used for signing in and out of children at the beginning and or end of programs
- name, home and work address and phone numbers of parents/approved persons
- name, address and phone numbers of people who may be contacted in an emergency
- name, address and phone number of the child's doctor
- authorisation to seek emergency medical, hospital, and ambulance services (or the chosen alternative of the parents/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).