

Name of your Centre: Pines Learning
Effective Date: January, 2008
Pages: 2
Distributed to: All Clients and Staff
Initialed by: Dianne Lacaze – President, COM



CONFIDENTIALITY POLICY – CHILDCARE **Pines Learning.**

POLICY

This Centre will ensure that all matters concerning the Childcare and its users will remain confidential at all times.

PROCEDURE

The only persons permitted to see the children's records are the parents/legal guardians, childcare staff and the licensing body. Each child's personal file containing enrolment form, developmental records etc. are to be stored in a manner so that they are not accessible to unauthorised people. Information regarding a child's enrolment or personal details is not to be given to others without written consent from the parent/guardian. Parents need to know that information shared with a staff member will remain confidential and staff must respect this. Staff members are trusted to maintain confidentiality, and to use information gained with the utmost discretion.

The names of children who may have caused injury to other children while at the Centre are not to be disclosed to parents, or anyone other than the staff members at the Centre.

The name of any child who has an Infectious Disease will not be disclosed to other parents unless this child's parents/guardian request it.

Staff members are not to discuss any financial details of families using the Centre with persons other than the parent/guardian who is responsible for paying the child's fees. If information regarding the financial status or any other matter relating to the child needs to be discussed with them, and they do not collect the child personally, a letter should be sent or they should be contacted by phone. Verbal messages regarding these matters will not be given to friends, neighbours or relatives who may be collecting the child.

A child's enrolment at the Centre is not to be confirmed to anyone without the consent of the child's parent or guardian.

If the Centre has a student (for example from TAFE), the coordinator may allow limited access to children's information. For example, the children's first name, date of birth, country of origin and home language, names and ages of siblings and parent's first names should suffice for most tasks assigned in their course of study. Permission must be sought from the parents before any other information is passed on to the student.