Preschool Confidentiality of Records Policy

Introduction

To be able to ensure quality education and care to each educator, family and child in the environment, Kemblawarra Public School Preschool needs to obtain specific personal information. A person has a right to privacy and confidentiality of their personal information. Preschools have the responsibility to uphold this right of confidentiality when dealing with all staff, families and children in their care.

Goals - What are we going to do?

Kemblawarra Public School, Preschool, will obtain information from educators and families and store this information in a safe way which provides privacy and confidentiality.

Information about staff, families and children will only be used in a professional manner.

Strategies – how it will be done

The educational leader will:

1. Be aware and make staff aware of the confidentiality of records policy and procedures involved.

2. Ensure that information collected by the preschool from families is up-to-date. For example:
   - Immunisation updates
   - Contact details of family members
   - Emergency contact information
   - Any medical or legal information required
3. Ensure that any information obtained from educators and families is stored in a safe and secure manner, ensuring privacy, confidentiality and free from unauthorized access.

4. Ensure that the information obtained is used for educational and care purposes only.

5. Ensure that information obtained is not disclosed to anyone other than the person who it originated, unless required by law or in the case of medical emergency.

6. Allow families to access their own personal information to make changes or add information.

7. In the case of displays needed for children with special needs or medical conditions, only display them for staff to have access to, not where other families can view.

**Educators will:**

1. Be aware of the confidentiality of records policy and procedures.

2. Ensure that information collected by the preschool from families is up-to-date. For example:
   - Immunisation updates
   - Contact details of family members
   - Emergency contact information
   - Any medical or legal information required.

3. Ensure that any information obtained from educators and families is stored in a safe and secure manner, ensuring privacy, confidentiality and free from unauthorized access.

4. Ensure that the information obtained is used for educational and care purposes only.

5. Ensure that information obtained is not disclosed to anyone other than the person who it originated, unless consent from parent/carer was given, required by law or in the case of medical emergency.

6. Allow families to access their own personal information to make changes or add information.

7. In the case of displays needed for children with special needs or medical conditions, only display them for staff to have access to, not where other families can view.

8. Obtain permission from a parent/carer before releasing information to another education/health professional e.g. Speech therapist, doctors.

9. Sign a Confidentiality Statement relating to the treatment of personal information obtained from educators and families.
Evaluation

Assess whether all personal information obtained by educators and families was stored safely and securely without access from others. Also assess whether the information was kept up to date throughout the year.

Links to the National Quality Standards/elements

7.3.1 Records and information are stored appropriately to ensure confidentiality, are available from the service and are maintained in accordance with legislative requirements.

7.3.5 Service practices are based on effectively documented policies and procedures that are available at the service and reviewed regularly.