

CONFIDENTIALITY POLICY

Date of approval: 12 October 1995

Last reviewed: June 3 2004

To be reviewed as required

POLICY STATEMENTS:

The Kindergarten staff and Committee of Management respect each family's right to privacy and confidentiality.

Children's records and enrolment details will remain confidential between the parents/guardians, the director and the assistant. Custody and medical details will remain confidential between parents/guardians, the director and the assistant.

Information learned through the course of staff and Committee of Management duties will remain private and confidential and shall not be included in general discussion within the committee – other than what is known as general knowledge.

Undergraduates and students on work experience would be required to sign a confidentiality statement concerning any information learned about children enrolled at the Kindergarten, prior to their time at this kindergarten.

PROCEDURES

1. Individual records, enrolment and custody details are stored in a locked filing cabinet to which the Teachers have exclusive access. (Relieving teachers may be given instructions as to where to find these records if necessary).
2. At the enrolment interview parents/guardians will be given the option as to whether they wish their phone number to be made available to other parents.
3. Executive Committee of Management phone numbers will be displayed at the kindergarten.

CONFIDENTIALITY STATEMENT

I, agree that information concerning any child attending this kindergarten shall remain confidential.

Signed.....

Name

RELATED POLICIES

Privacy Policy

RESPONSIBILITY

Director

Committee of Management

St Pauls Anglican Kindergarten Inc
Confidentiality Policy