



# Confidentiality of Records Policy

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**Approved By:** Puckapunya and District Neighbourhood Centre Committee  
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## **Purpose**

All persons involved in Little Footsteps Occasional Care are committed to ensuring confidentiality is maintained.

## **Policy**

This policy ensures that information given to Little Footsteps Occasional Care staff is only used for the purposes of provision of the service, and is not accessible to any unauthorised persons.

## **Procedure**

- Any records containing personal information of parents, staff and children of the service must be filed and kept in a secure location.

This includes:

- enrolment forms
  - letters to staff or parents of children – incoming and outgoing mail
  - staff diaries
  - children’s developmental records
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- 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 GOTAFE), 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
- It is a condition of employment that Staff maintain confidentiality in relation to children in care and their families and any breach of confidentiality may result in disciplinary action.