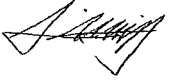
 <p><b>YMCA</b> We build strong <b>PEOPLE</b> strong <b>FAMILIES</b> strong <b>COMMUNITIES</b></p>	<b>Management Area:</b> CHILDRENS SERVICES	Pages: [03] Version No: [02] Date: [01/12/2009]
	<b>Sub section (if applicable):</b>	Signed: 
<b>Policy Title: CONFIDENTIALITY</b>		<b>Author: CHILDCARE TASKFORCE</b>

## 1. Scope

- 1.1. Staff, management, families & children

## 2. Policy Statement

All matters pertaining to the centre should be considered to be confidential, and should not be discussed with unauthorised personnel.

This includes:-

- Information pertaining to any child enrolled at the centre and/or that child's family,
- Information about any staff and, or
- Information on issues relating to the running of the centre.

The privacy of others should be respected at all times.

## 3. Related Policies & Procedures/Guidance Notes

- 3.1. Communication Policy
- 3.2. Conditions of Employment Policy
- 3.3. Duty of Care Policy
- 3.4. Staff Professionalism Policy

## 4. Responsibilities & Delegations


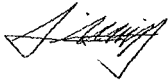
- 4.1. The Childcare Taskforce is responsible for the review of this policy.
- 4.2. The Childcare staff & management are responsible for the implementation of this policy.
- 4.3. The families and children are responsible for the support of this policy.

## 5. Considerations

- 5.1. Privacy Act
- 5.2. National standards
- 5.3. Q&A Principles

## 6. Records Maintenance


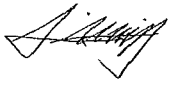
- 6.1. This policy is to be reviewed annually.

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## PROCEDURES

- No information is to be given without written authority from the parent or legal guardian.
- The only exceptions will be for legal reasons such as information for the Police, Ambulance or Department of Community Services or other authorised legal agencies. Which is only agreed by management &/or with parental / guardian consent.
- Confidential information is to be stored in a secure, lockable cabinet within the office or centre. Which is only accessible to staff.
- Any staff member who is also a parent at the centre may choose to not share information with other staff, if the manager considers that the information will not impact on the well being of any child or staff member at the centre. The information will be shared where necessary.
- Any information given in confidence to any staff member will remain between that member of staff and the manager. If the manager considers that this information will impact on the well being of any child or staff member at the centre, then the information will be shared as is necessary.
- Staff are not to use family files to obtain personal information for their own personal needs.
- There will be times when parents need to speak in confidence with staff in the centre. This should be done in quiet private areas; documentation of the conversation may be recorded by the staff member, and stored in a safe place.
- Any information shared with the centre from the school Principal is to be kept in strictest confidence. Any information shared by a school staff member to a YMCA employee is to be reported to the centre manager immediately.
- Confidentiality needs to be taken seriously within the organisation. A professional approach is required at all times.

Staff & managements personal details are not to be given out under any circumstances.

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### 7. Version History

Version	Description of changes	Author	Effective Date
2	Review and update. New format	M. Rupnik	December 2009

I endorse the Confidentiality Policy.

Name: *Maryann Rupnik*  
 Childrens Services Program Manager

Signature: 

Date: 7 December 2009

Name: *Liam Whitley*  
 Group Manager

Signature: 

Date: 7 December 2009