

# **Confidentiality of Records**



## **Policy**

All records at the Centre are to be kept private and only limited access given to those who have a legitimate reason to do so.

## **Background**

The duty of confidentiality goes beyond undertaking not to divulge confidential information; it includes a responsibility to make sure that written information is kept securely. Confidential records should not be left where other people may have casual access to them and personal information about children and staff should be private and confidential. At this Centre we will comply with Education and Care Services National Regulations - Subdivision 4 - Confidentiality and Storage of Records - Clauses 181-84.

## **Practices**

All records pertaining to educators, children or families at Janelle Street Centre will be treated as confidential however limited access is given to all records when deemed necessary.

All current information is kept in a secure place at the Centre and is only accessed by other parties who need this information.

Verbal and written information will be treated as strictly confidential.

Educators and families will be able to access this information if requested by them.

The disclosure of personal information outside Janelle Street Centre will not be allowed. If staff disclose such information their position will be terminated.

Students, Trainees, and Volunteers will not have access to children's records.

Persons who are given access to records will be reminded of confidentiality requirements.

Issues discussed at Centre meetings will be treated with confidentiality.

Family members are encouraged to speak with room leaders regarding confidential issues and staff so advised will ensure they remain confidential.

## **Sources**

- Christie, T. (2006) The Essential ECE Handbook
- Community Child Care Co-operative (2009) The Manual - Managing a Children's Service
- Education and Care Services National Regulations 2011
- [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au) (accessed March 13, 2024)
- [www.aceqa.gov.au](http://www.aceqa.gov.au) (accessed March 13, 2024)

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