

## **POLICY STATEMENT ON CONFIDENTIALITY**

The St Pius X OSHC Service protects the privacy and confidentiality of individuals by ensuring that all records and information about individual children, families, staff and management are kept in a secure place and are accessed by or disclosed only to those people who need the information to fulfil their responsibilities at the service or have a legal right to know.

### **HOW POLICY WILL BE IMPLEMENTED (specific policies and procedures)**

- \* Every employee, management committee member and member of the operating body is provided with clear guidelines detailing:
  - what information is to be kept confidential
  - what confidential information they may have in order to fulfil their responsibilities and how this information may be accessed.
  - who has a legal right to know particular information
- \* Confidential conversations that staff have with families, or the director has with staff members, will be conducted quietly away from others.
- \* Personal forms and information must be stored securely in a locked area
- \* Information about staff members will be accessed only by the director, the individual staff member concerned or an authorised member of the committee, or board.
- \* All matters discussed at committee meetings must be treated as confidential.
- \* No member of staff may give information on matters relating to children to anyone other than the custodial parent or guardian when that information has been obtained in the course of employment at the service. However, staff must give such information to a court of law if subpoenaed to do so, and for Mandatory Reporting requirements. Notwithstanding these requirements, confidential information may be exchanged in the normal course of work with other staff members at the service and may be given to the management committee or board, when it is needed for the proper operation of the service and the wellbeing of users and staff.
- \* Staff will protect the privacy and confidentiality of other staff members by not relating personal information about other staff members to anyone within or outside the service.
- \* Students /volunteers will not discuss staff/children or families at the service outside the service, nor will they ever use family names in oral, recorded or tutorial information.