

Policy Title:	Confidentiality
Effective Date:	14 th December 2010
Review Date:	As necessary under the Policy and Procedure Development Policy

POLICY STATEMENT

ICC believes it is vitally important that all persons associated with ICC including staff, families and children, students and volunteer workers, are treated with respect, and confidentiality is a major part of this. It is also vital that all parties are respectful of the rights and information relating to one another. Therefore all staff are to ensure that confidential, sensitive documents and other information are never made available to unauthorised persons, including not providing information over the phone.

BACKGROUND AND CONTEXT

This policy is required under legislation and is intended to be read in association with the Privacy Policy. It was developed based on the Kids Campus Children's Centre Confidentiality Policy.

This policy was reviewed by the Management Committee in May 2003, October 2005, June 2007 and again in December 2010.

POLICY DETAIL/ BUSINESS RULES

- Any information relating to a child's and family's personal circumstances may be disclosed to the staff in accordance with the Privacy Policy but shall always remain private and confidential. All such information is to be kept in a lockable filing cabinet/cupboard which is not accessible by any unauthorised persons.
- Non-custodial parents are not to take the child from the Centre or visit the child at the Centre, unless the custodial parent has given prior consent. Official court decisions are to be adhered to at all times and the custodial parent must inform the centre of any changes or amendments.
- The staff are obligated by law to report any suspected evidence of child abuse, whether indicated by child/ren, parents themselves or revealed by staff. The Director is responsible for notifying Community Services or the police. The Ombudsman will be notified if the allegation involves a staff member. It is important that such matters are handled in a sensitive and professional manner.
- It is in the best interest of all children and the staff that parents inform the Centre of their child's contagious condition. In return all parents will be informed when there are any contagious illnesses in the Centre – no names being disclosed.
- In the event of an aggressive confrontation between children which results in injury: an accident form must be completed by two attending staff members. The identity of the perpetrator will remain confidential at all times to protect them from possible victimisation by parents: especially if their aggressive behaviour is continual and directed at the same child/ren on a regular basis. Positive behaviour guidance will be practiced at all times. (Refer to the Behaviour Guidance Policy for more information).
- Parents have a right to know if their child is a perpetrator and displaying continued aggressive behaviour. Staff and parents will work out strategies together for dealing with it and how to manage it.
- This will apply at all times. However, there are three specific conditions where exceptions are made:

- when required by law
- when necessary to protect the welfare of the individual
- when necessary to protect the welfare of society

NOTE: This will only be done at the discretion of the Director or Management Committee.

AUTHORITIES AND ACCOUNTABILITIES

The Centre Director is responsible for ensuring all ICC staff have training in this policy.
All ICC staff are accountable for the implementation of this policy.

OTHER RELEVANT DOCUMENTATION

Privacy Act
Privacy Policy
Behaviour Guidance Policy and Procedure

APPROVAL

Approved by Management Committee	
Signature:	
Title:	Date:
Meeting date:	14th December 2010
Resolution number:	
Policy Owner:	Inner City Care
Effective Date:	14th December 2010
Review Date:	December 2010