



PATTERSON LAKES PRIMARY SCHOOL

No. 5190

Gladesville Boulevard Patterson Lakes 3197

Phone 9772 4011 Fax 9776 0421

Email: patterson.lakes.ps@edumail.vic.gov.au

P.O. Box 330, Patterson Lakes, 3197

Principal: Carole Mayes

Website: <http://www.patterson-lakes-ps.vic.edu.au>

OSHC – Confidentiality Policy

RATIONALE

A range of sensitive and private matters are often discussed between parents/guardians and program staff. All information relating to children, parents/guardians and staff within Patterson Lakes' Outside School Hours Care will be kept strictly confidential.

AIM

To ensure all information relating to the above-mentioned parties is kept in a confidential manner.

IMPLEMENTATION

These procedures apply to program staff, parents and the school Principal.

- All staff and management will adopt a professional understanding towards confidentiality.
- Program staff will not discuss children to other families or in front of other children.
- Program staff will never divulge any family's information to other families.
- All information obtained about a child in care is strictly confidential and will never be discussed with anyone except the parent/guardian of the child and the school Principal.

REFERENCES

Outside School Hours National Standards, 5.3.1

Child Care Service Handbook 2003-2004, 6.1

Privacy Act

EVALUATION

Guidelines are updated annually and/or as per DET recommendations.

CERTIFICATION

This policy was ratified at the School Council Meeting held at Patterson Lakes Primary School, October 18, 2016.

Signed


.....
School Council President

Signed


.....
Principal