

**GOVERNANCE AND MANAGEMENT OF THE SERVICE; INCLUDING CONFIDENTIALITY OF RECORDS**  
**NQS 6.1.2, 7.3.1, 7.3.2 Regulation 168 (2) (I) Version 1.10**

Site governance is the partnership between the Children's Centre local community as represented on the Governing Council and the Education and Care Director (the Site Leader). The Governing Council is accountable to the Children's Centre and to the Minister for Education and Child Development for representing the views of the community about the priorities and educational needs, monitoring and reporting on achievements and for supporting the Director of Education and Care (Site Leader). The Governing Council meets regularly ( twice per school term. ) Members are elected at the Annual General Meeting held each November and required to hold a current Department of Communities and Social Inclusion Child Related Employment Screening Check. The Governing Council is the employer of staff directly involved in the Long Day Care program – this excludes the Director, DECD teachers, Early Childhood Educators in the Preschool program, Allied Health staff and the Community Development Coordinator. All staff employed by the Governing Council are line managed by the Site Leader ( the Director of Education and Care ).

**CONFIDENTIALITY**

A range of private matters may be discussed within the Children's Centre between families and staff and amongst staff. Family, child and staff records and conversations must remain confidential at all times and only authorised staff will have access to child / family records.

The two exemptions to this policy are as follows:

- Legal responsibility of Mandatory Notification which is exempt under the Child Protection Act 2009
- Licensee must produce documents for the Chief Executive Officer of DECD, which is exempt under Section 29 Children's Services Act 1985

**Staff will:**

- Maintain confidentiality when discussing matters with families and other staff
- Follow appropriate filing and archiving of all records, including grievances
- Limit the amount of personal information collected to what is required under Children's Services Regulations 1998
- Respond to concerns or complaints in relation to this policy
- Seek parent permission before approaching other agencies
- Inform families of this policy
- Keep accurate records for the appropriate time frame
- Keep children's records, observations, planning etc. confidential

**Families will:**

- Provide information as requested by the Centre
- Be made aware of the Responsible Person on site
- Maintain confidentiality when discussing matters with families and other staff
- Provide the Children's Centre with changes to enrolment information, including court orders
- Have the right to access information pertaining to their child, upon request

**Students / Volunteers will:**

- Maintain confidentiality when discussing matters with families and other staff
- Refer families to a permanent staff member when confidential discussion arise
- Not access family and child records unless authorised by a permanent staff member
- Gain permission from families before using any details for study purposes, including photos
- Not use Children's Centre information for any purpose other than outlined within their study or volunteering capacity

**CREATED:** November 2007

**REVIEWED:** November 2008, March 2009, January 2010, January 2011, January 2012,  
January 2013, January 2014, January 2015, January 2016, January 2017

**TO BE REVIEWED:** January 2018

**SOURCED:** Child Protection Act 1993  
Children's Services Act 1985  
Children's Services (Child Care) Regulations 1998  
DECD Code of Practice for Governing Councils ( Revised 2007 )  
DECD Information Sharing – Guidelines For Promoting The Safety and Well-Being of Children, Young People and Families 2008  
DCSI Child Related Employment Screen