

GOVERNANCE AND MANAGEMENT OF THE SERVICE; INCLUDING CONFIDENTIALITY OF RECORDS Version 1.15

Site governance is the partnership between the Children's Centre local community as represented on the Governing Council and the Director of Education and Care. The Governing Council is accountable to the Children's Centre and to the Minister for Education 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). KFCC has 2 Governing Councils. One is responsible for the Preschool, Allied Health and Community Development programs. The second is responsible for Childcare programs. The membership may be the same for each group and they may meet at the same time (generally twice per school term). Members are elected at the Annual General Meeting held each year and required to hold a current Working With Children Check and a Responding To Risks of Harm, Abuse and Neglect – Early Childhood (RRHAN – EC) certificate.

The KFCC Childcare Inc. Governing Council is the employer of staff in the Long Day Care program, and they must also register for PRODA, have a National Police Check and an Insolvency / Bankrupt Check.

DfE employs the Director, Teachers, Early Childhood Educators in the Preschool program and Allied Health staff. The Department of Human Services employs the Community Development Coordinator. All staff employed by the Governing Council are line managed by the Nominated Supervisor (the Director of Education and Care).

CONFIDENTIALITY

We aim to protect the privacy and confidentiality of all information and records about individual children, families, Educators, staff and management by ensuring continuous review and improvement on our current systems, storage, and methods of disposal of records. We will ensure that all records and information is held in a secure place and is only retrieved by or released to people who have a legal right to access this information. The Information Management Group (TIMG) collect, scan and store off site documents from the Centre on an annual basis. When the need arises, TIMG can provide information to the site leader upon request.

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
- Ensure secure disposal of obsolete information

Families will:

- Provide information as requested by the Centre
- Be made aware of the Nominated Supervisor 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, January 2019, September 2020, September 2021, September 2022, September 2023

TO BE REVIEWED: September 2024

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

Childcare Centre Desktop 2020