



WILLUNGA WALDORF SCHOOL

Service Management:

Governance, Management of records and confidentiality

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POLICY STATEMENT : Aim/ goals – What are we going to do?	To ensure the manner in which Governance, Management and Confidentiality of all records and information held at Willunga Waldorf School is known to families, staff and stakeholders of the school and restricted to authorised persons only. Background Information: The Education and Care Services National Regulation requires that a service shall have guidelines to ensure confidentiality of specific records and information regarding children and their families provided with the service, staff and their families.
PROCEDURE E: Practice/ how will it be done?	Governance - Willunga Waldorf School has been approved as a provider of an Education and Care Service under the Education and Care Services National Regulation (2011) - Willunga Waldorf School has a Nominated Supervisor (Principal) appointed and approved as a suitably fit and qualified person to be in charge of the services' daily operations. Nominated Supervisors will be offered and required to accept this nomination at time of employment. - Other qualified staff will hold a supervisors certificate and may be appointed from time to time to be the "Responsible Person" on duty when the nominated supervisor is absent from the service. - All services will display information for families, community members and authorised officers indicating the person(s) in charge of the service at any one time. Determining the responsible person at a service: - Where the Nominated Supervisor is present he/she will automatically be designated as the person responsible for the service at the given times that he/she is on the premises. - Where the Nominated Supervisor is not on the premises the service will display the name of the staff member who holds a Supervisors Certificate who is then deemed to be on duty at a given time. - The staff sign in and out book will serve as a formal record of which staff member was the 'responsible person' on any given day. Development and implementation of policies Willunga Waldorf School will develop and keep up to date policies as required under the Education and Care Service National Regulation and The Privacy Act 2014. These policies will be reviewed and were deemed appropriate provided to staff, families and nominated stakeholders for consultation. Willunga Waldorf School Kindergarten teachers and educators will undergo an induction process on employment that will provide them with opportunities to read and understand all policies and procedures to ensure commitment and compliance. Where there is a required amendment to the Willunga Waldorf School payment of fees policy or policy required under the National Regulation that may significantly affect the kindergarten fees or the manner in which the fees are collected, or the service is operated, Willunga Waldorf School will provide all families and key stakeholders of the service with at least 14 days notice. Where there is a perceived risk to the safety, health or wellbeing to children then policy and procedure change may occur without notification with information to follow as soon as practicable. Confidentiality - Information Relating to families and children

Information in relation to children and families is not to be divulged or communicated, directly or indirectly to any person other than:

- a) to the extent necessary for the education and care or medical treatment of the child to whom the information relates; or
- b) a parent of a child to whom the information relates, except in the case of information kept on a staff records; or
- c) the regulatory authority or an authorised officer; or
- d) if expressly authorised, permitted or required to be given by or under the Act or Law; or
- e) with written consent of the person who provided the information. (Education and Care Services National Regulation (2011))

Information and records pertaining to families and children will be kept secure in a locked office at the service.

- Permanent staff will have access to children's enrolment information, family contact details, medical information and developmental records as required.
- When an intervention service is assessed as necessary to work with families enrolled at the service, parents will be requested to provide written permission for those services to share information and discuss matters concerning the safety and wellbeing of the child and family with the director and appropriate staff.
- Only the Business Manager, or their delegate, will have access to any financial information pertaining to any family utilising the service.
- Casual employees will not have access to these records, with the exception of accessing children's enrolment forms in the event of an emergency.
- Children's developmental records will be stored in an area accessible only by staff.
- Child portfolios will be kept in the kindergartens.
- Staff are not to give out details of children who are enrolled, or in attendance at the centre, other than to approved persons. No information will be given over the phone unless to an approved person who is known to the staff member. If a request is made by a person who claims to have authority for obtaining information about a child, but is not known by the staff member, then no information will be given until that person verifies their identity in person.
- Staff will not divulge any information regarding children, families, other staff or the service they may become privy to in the course of their duties at the centre. As a part of their normal work practices, staff will always remain conscious of the presence of others when discussing information.
- The Principal must provide access to the personal information retained on a family if requested to do so by that family or by order of the court e.g. subpoena.
- The service will maintain and keep up to date a record of attendance by children at the service. As a minimum this will be in the form of sign in and out sheets, either represented as a daily sheet or a weekly sheet, but will also include additional documentation, such as a roll book.

Information Relating to Staff/Contractors

The service will maintain and keep up to date a staff roster detailing the hours to be worked by all staff members, casual staff or contractors.

- Personal information and records regarding staff are held in WWS office .and are subject to the Privacy Act 2014.
- Limited essential information regarding staff is to be securely stored by the Nominated Supervisor within the school. This will include copies of qualifications and certificates and any other records deemed necessary by the licensing and quality assurance authorities as essential to the operation of the school.
- Personal contact details of staff will be securely stored in the office and accessible only by permanent staff.
- Staff are not to discuss personal details about other staff with parents, contractors, or children.

Information relating to service operations

The service will develop and maintain policies that promote the health, safety and well-being of children attending the service, and will ensure that copies of those policies are made available at the premises of the service for inspection by parents.

The service will develop and maintain, as a minimum those policies so determined to be essential under the Education and Care Services National Regulations (2011)

Retention and Storage of Records

The Approved Provider (Willunga Waldorf School) will retain the following information as required under the Education and Care Services National Regulations.

Records relating to the Incident, illness, injury or trauma to a child:

Where the incident, injury, illness or trauma relates to the death of a child the records for that child must be retained until the end of the 7th year following the death.

Where a record relates to an incident, illness, injury, or trauma suffered by a child whilst being provided care within the service, or an incident that occurred as a result of being provided with care records are to be kept until the children is 25 years of age.

Such records are initially retained for a period of 3 years at the service and thereafter at an approved storage archive.

Examples of such records may include:

- Medication forms,
- Medical records,
- Incident, injury, illness or trauma reports.

Records relating to a Childs Enrolment at the service will be retained for 3 years after the last date on the record. These may include:

- Attendance records
- Excursion forms
- Child enrolment forms
- Child Assessment (portfolios)

Records relating to the nominated supervisor or staff member of an education and care service will be retained for a period of 3 years after the last date on that record.

Examples of these records may include:

	• Staff attendance records • Record of educators working directly with children • Records of “responsible persons’ • Volunteer and students attendance Parents are able to access information on their child at any time whilst the information is held at the service. Prior notice will be required if parents wish to access their child’s information once it has been moved to Archives. Parents will be provided with their child’s developmental records once the child leaves the service.
Regulations and National Quality Standards	• Relevant Legislation: Education and Care Services National Law Act 2010, • Education and Care Services National Regulation 2011 • The Privacy Act 2014
Related Policies and Procedures	• Determining the Responsible Person • Incident, Injury, Trauma and Illness • Privacy Policy
Last Revision	25/03/2015 – Initial Documentation – Irene Bragg
Next Revision	25/03/2018