

Confidentiality Policy For Holden Hill Kindergarten

Staff:

In accordance with DECS, staff are bound to maintain confidentiality regarding children's development, needs and individual family circumstances. Staff must also abide by the Code of Ethics.

Records of a confidential nature must be dealt with in accordance to the Records and Disposal Schedule provided by DECS.

Parents, Volunteers and Governing Council Members:

Parents, Governing Council Members and other Volunteers also need to abide by privacy and confidentiality standards. Should any parent, Governing Council Member or Volunteer be concerned about a child in any way, then it is their responsibility to inform staff, not to talk to the child's family or others in the community.

It is also important that Governing Council Members take all due care to be a responsible member by being considerate of others, and ensuring that the centre policies and procedures are being followed by themselves and others they come into contact with.

Governing Council Members are advocates of the Kindergarten and its community, and must take their role and responsibilities respectfully and diligently.