



Privacy & Confidentiality Policy

Aim

We are committed to protecting and respecting the privacy of your personal information, and we abide by the Australian Privacy Principles contained within the Privacy Act. Privacy of your information is important to us and we conduct the centre with respect and integrity.

Rationale

In order to provide you with the highest standard of service the centre is required to collect personal information from you about your children and yourselves before and during the course of your child's enrolment at CSIROCare.

This information is vital in assisting us to provide the best possible individual care for your child and for processing payments

Body

We are required to hold information regarding your fee payments, Child Care Benefit, attendance records and accident/injury and illness information of your child.

We may also ask about your country of birth and languages spoken at home – this information may help us in the care of your child and is part of our accountability for specific funding.

Some of the information we collect is to satisfy the services legal obligations under the relevant childcare legislation.

We assure you that:

- ◆ This information will only be used by our child care staff in order to deliver your child's care and education to the highest standards
- ◆ Documentation regarding your child will not be disclosed to those not associated with the care and education of your child without your express consent
- ◆ You may ask to seek access to the information held about you or your child and we will provide access without undue delay
- ◆ We will take reasonable steps to ensure at all times, that the details we keep about your family are accurate, complete and up-to-date
- ◆ We will take reasonable steps to protect this information from misuse or loss and from unauthorised access or disclosure
- ◆ Our staff are committed to these principles at all times
- ◆ If a student has a valid training requirement that involves the gathering of certain information pertaining to your child or family, the student must have written consent form from both yourself and Nicole.

If you would like to know more about our privacy practices or have any concerns about the ways in which your personal information is handled in our Service, please contact our Centre Director

We will follow up all comments, feedback or complaints within 14 days and resolve them to maintain our high standards of service provision.

Below is a Privacy Parent/guardian consent form, which all families receive in their enrolment pack.

Parent / Guardian Consent Form

I/We understand that the information collected about my child and family may be accessed by;

1. CSIROCare staff working with our child to assist them with planning for our child's care, health and educational needs and to document their observations and developmental information.
2. The Dept. of Education and Training (for auditing of compliance with the Children's Services Regulations) through the Enrolment forms and observations and planning
3. The Dept. of Education and Training by being provided with non-identifying statistical information in order to meet Funding and Service Agreement requirements
4. Health care and medical professionals assisting with your child outside our service.

I/We also give consent for the following issues relating to my child's care at CSIROCare Clayton:

(Please tick the boxes to acknowledge consent)

- The application of broad-spectrum sunscreen purchased by the centre
- The application of nappy rash cream in the event of your child having a basic nappy rash
- Having my child's hair checked for head lice should there be any incidence occur at the Centre
- I understand the system of openly displaying the Sign-In, Accident, Illness & Medication books
- For the photos taken within the centre to be displayed and used in your child's and other children's documentation. Photos will also be used on digital photo frames.
- For your child's documentation to be displayed in their individual portfolios. This may include work samples, language transcripts and monthly overviews, developmental assessments and learning stories. We do ask that you respect each child's privacy and only view your own child's individual portfolio.
- For playroom journals to contain; photos of your child, language transcripts and overviews of your child's group experiences at the centre.
- In the event of a fire evacuation, the children will be moved off the property to the bush playground or to an appropriate safe location until all parents are notified and the children are collected from our care.
- In the event of a child not being collected from CSIROCare by 7.30 p.m., and comprehensive attempts have been made to contact the parents and emergency contacts have failed, Management or a delegated staff member will assume responsibility for the care of the child at the centre until The Department of Education and Training arranges collection of the child.

Child's name :

I/We (parent/guardian name) consent to the ticked items in the table above in relation to my child/ren's care and well-being whilst at CSIROCare, Clayton.

Signed: **Date:**

Relationship to child: