



Kurralta Park Community Kindergarten

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QUALITY AREA 7: GOVERNANCE AND LEADERSHIP

Confidentiality Policy

04/03/2024

Purpose:

Kurralta Park Community Kindergarten protects the confidentiality and privacy of all individuals at our site by making sure all records are kept in a secure place and private or personal information remains confidential.

The only people that will have access to records or information are those that have a legal right to know or require this information to fulfill their responsibilities.

Legislative Requirements

National Quality Framework 2025 – National Law and Regulations Act 2011

Australian Workplace Safety Standards Act 2005

Work Health and Safety Regulations 2012

Occupational Health, Safety and Welfare (Safe Work SA) Amendment Act 2005

Who is affected by this policy?

Child

Families

Educators

Caregivers/Guardians/Volunteers

Visitors

Procedure:

- All staff and Governing Council members will sign a confidentiality agreement prior to commencing at our site.
- Children's individual records will be securely stored unless needed by staff or parents/caregivers.
- Confidential conversations between staff and parents/caregivers will be conducted in a quiet area away from other adults and children.
- Detailed personal forms and sensitive information will be securely stored in a locked cabinet.
- All matters discussed at the Governing Council meetings and staff meetings will be treated as confidential.
- No member of staff is permitted to give out any information on matters relating to another child or family, only to those who are entitled.
- Exceptions may apply if certain information is subpoenaed to appear before a Court of Law.

- Confidential information may be exchanged in the normal course of work between staff at the site. Same with Governing Council members should they need to discuss issues relevant to the running of the centre.
- Staff will protect the privacy of other staff by making sure no personal information is divulged to others.
- No personal contact details will be divulged to others unless the family or staff member consent. This includes giving parents/caregivers contact details of other children for any reason unless confirmed first by the parent/caregiver.
- Students, volunteers and any work experience students will be informed that no information from the centre can be discussed outside of the site.
- No family names will be used by students in their practical records or tutorial discussions.

Approved and Checked by

POLICY REVIEWED BY STAFF AT MEETING DATED 5 December 2025 AND GOVERNING COUNCIL MEETING DATED 25 November 2025.
NEXT REVIEW IN December 2026