



## Confidentiality policy

### Aim:

It is our intention to maintain a high level of confidentiality at all times and respect the privacy of the children, parents and carers.

We aim to ensure that all parents and carers can share their information on the confidence that it will only be used to enhance the welfare of the children.

### Methods:

- Prior to the child's admission, the routine and type of activities are communicated with parents.
- General information is displayed on the Lasona website and through newsletters and informational e-mails.
- Parents sign a consent to state whether their child's pictures can be displayed on the website.
- Visitors taking photos of children will be made aware to not publish those on social media.
- Developmental records of children are kept on the premises and are available to be discussed between staff and parents.
- Personal records including the child's health and information record, development reports and meeting notes concerning the child
- Matters concerning a child will only be discussed between parents/carers or staff. This can take place through: a) communicating at bring or pick up times or b) a meeting between the teacher and by booking an appointment.
- Information provided by parents about their children will be kept confidential and treated on a strict need to know basis.
- It may be necessary in some circumstances for the Kindergarten to seek the help and advice from outside professionals. If this action is taken the parent's permission will first be sought.
- Students and volunteer workers are made fully aware of our confidentiality policy and are required to abide by it.
- Parents agree or don't agree to their contact details being published in form of an address list, which is available to all parents and staff to promote a good relationship within the community of the setting.
- A Confidentiality agreement is part of staff contract which is signed prior to their start at Lasona Kindergarten. This includes instructions about mobile phone and camera use, as well as private websites and personal details.