



FORBES PRIMARY SCHOOL



Government of South Australia

Department for Education

OSHC Privacy and Confidentiality Policy

DOCUMENT CONTROL

File Location:	OSHC Office
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Approved By: Principal Governing Council	Principal: Kirby Dickinson	Governing Council Chairperson: Cynthia Auchterlonie
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Next Review: 24 Months (03/ 2025)	Policy Scope: School Specific	Date Approved: March 2023
Alecia Cailles, Director	Kirby Dickinson, Principal	Cynthia Auchterlonie, Governing Council

Aim

At Forbes Primary School OSHC, we are committed to ensuring open communication with families, correct record keeping procedures (maintaining accuracy and currency) and maintaining confidentiality. We aim to maintain and manage records in a private and confidential manner, working in accordance with legislative requirements and best practice standards.

Implementation

Records will be stored with discretion and confidentiality in a locked cabinet or secure drive. Each child and Educator will have an individual file containing their records..

Forbes Primary School OSHC is committed to:

- Ensuring confidentiality and correct handling of information
- Protecting the privacy of each individual's health and personal information
- Maintaining records in accordance with legislative requirements

When retention periods are reached, records are destroyed using a confidential bin service or shredder.

To maintain security and confidentiality, all Educators will be aware of their obligations under the Regulations in relation to confidentiality of personal and health information for children and Educators at our service.

From time to time, conversations of a sensitive manner will be required to be undertaken. Where possible, we aim to ensure this is done in a sensitive manner and in an area such as the office which is away from other people.

Access to personal information will only be provided where necessary and appropriate (for example medical personnel) as per our record keeping policy.

Further information

This policy relates closely to the 'Record Keeping Policy' for Forbes Primary School OSHC.

Information regarding this policy may also be accessed from the State Records Act accessible at:

<https://legislation.sa.gov.au/LZ/C/A/STATE%20RECORDS%20ACT%201997/CURRENT/1997.8.AUTH.PDF>

Further information is accessible from

<https://www.education.sa.gov.au/sites/default/files/guidetoinformationprivacyforschoolandgoverningcouncils.pdf>

Last reviewed: March 2023

Next review due: March 2025