



# Star of the Sea School

OSHC  
*Confidentiality Policy*

*Open Hearts Open Minds*



## **SCHOOL VISION STATEMENT**

Our school is built on the core values of respect, inclusivity, compassion, collaboration and honesty. We support our families as the first and foremost educators of their child's faith development. Our vision paves the way for educating students for the 21st century but also draws from our history and tradition.

We guide our learners to be self-managed, innovative and critical thinkers who have a strong sense of who they are and their relationship in their world. As a learning community, we value the skills necessary to build meaningful relationships and for learners to be connected to each opportunity to develop their own personal growth. We encourage our learners to question, explore and discover so they actively contribute to a more compassionate society.

## **PURPOSE**

At Star of the Sea School, we believe safety, a basic human right, is a pre-requisite for our school to be able to carry out our mission to educate. At Star of the Sea OSHC, we recognise that all children have the right to feel emotionally and physically safe, which includes the protection of their personal and sensitive information. While families remain the primary guardians of their child's privacy, our service is committed to supporting this responsibility by handling all information with care, respect, and confidentiality.

Guided by Gospel values of justice, dignity, and respect for each individual, our policy is also shaped by our obligations within the broader legal and community context in which Catholic schools operate. We are committed to meeting all legislative requirements to safeguard the wellbeing of every child in our care.

## **BACKGROUND**

Star of the Sea OSHC is entrusted with sensitive and private information relating to children, families, employees, and management. To uphold the dignity, rights, and privacy of all individuals, this information must be securely stored, readily available when required for service delivery, and managed in strict accordance with legislative and regulatory requirements.

Personal information will only be collected when it is necessary for the operation of the service. Families have the right to be informed about why information is being collected, how it will be used, and who may have access to it. No personal information about a child will be collected, stored, or shared without the knowledge and, where appropriate, the consent of their family.

## POLICY STATEMENT

Star of the Sea OSHC is committed to protecting the privacy and confidentiality of all individuals. The service ensures that all records containing personal or sensitive information about children, families, staff, and management are stored securely and are only accessed or disclosed to individuals who require the information to perform their professional duties, or to those who are legally entitled to access it.

This approach reflects our commitment to building a safe, respectful, and trustworthy environment for all members of our OSHC community, in line with our values and our legal obligations.

## NATIONAL LAW AND REGULATIONS

Regulations	168, 145 - 152	Education and care services must have policies and procedures. Staff and Educator Records.
	175-176	Prescribed information to be notified to the Regulatory Authority
	174-178	Prescribed enrolment and other documents to be kept by the Approved Provider

## NATIONAL QUALITY STANDARD

Quality Area 7	Governance and Leadership
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## RELATED POLICIES AND DOCUMENTATION

Governance and Management Policy
Enrolment Form
Medical Conditions Policy

## RELATED LEGISLATION AND GUIDELINES

Privacy Act 2010, Freedom of Information Act, Ombudsman Act
OSHC Resource Kit, Organisational Procedures on record management and disposal
Catholic Education Code of Conduct, The Australian Government Child Care Services Handbook

## HOW THE POLICY WILL BE IMPLEMENTED

To ensure privacy and confidentiality, all records will be stored securely in an accessible yet protected environment. The following documents will be maintained for each child:

- Personal details (e.g., name, address, date of birth)
- Relevant medical information (where applicable)
- Names of authorised persons for child collection
- Permissions for a child to leave the service unaccompanied (if relevant)
- Attendance records (sign-in and sign-out)
- Contact details for families and approved emergency contacts
- Emergency contact details for individuals who may be contacted when families are unavailable
- Injury, Incident, Trauma and Illness Reports (signed)
- Consent for emergency medical, hospital and ambulance services (or a nominated alternative)
- Documentation of medical needs, medication authorisations, and records of medication administered
- Written permissions for excursions and off-site activities
- Any applicable legal documentation (e.g., court orders)

### *Staff Records*

- Confidential files will also be maintained for each staff member and include:
- Personal and emergency contact details (including next of kin)
- Medical information (as relevant)
- Copies of qualifications
- Evidence of training (e.g., First Aid, Asthma, Anaphylaxis, RAN, Manual Handling, WHS, Inductions)
- Professional development and training records
- Performance reviews and development plans
- Leave records
- Police clearance and expiry dates
- Recruitment records, including interview notes and induction documentation

### *Confidentiality Measures:*

- Confidential discussions will only involve those with a legitimate need to know (e.g., family conversations, child handovers, or staff meetings).
- No confidential information will be disclosed through any form of communication (including phone or email) unless authorised.
- All confidential records will be securely stored in lockable filing cabinets or digital systems with restricted access.

- Information may be shared between OSHC and the school when it benefits the wellbeing of the child. Families will be informed when such sharing occurs, with prior authorisation obtained via the enrolment form.
- Families have the right to access information held about their child and are encouraged to update details as needed.
- When a child leaves the service, their records will be securely archived in accordance with legislative retention periods, in line with school protocols.

## POLICY REVIEW

This policy will be reviewed annually to ensure it remains effective and relevant to the needs of our school community.

## ACKNOWLEDGEMENT AND APPROVAL

This policy has been developed in consultation with staff, students, and the broader school community and was approved on \_\_\_\_\_.

## REVISION RECORD

Implemented	November 2024
Ratified by School Board	
Last Reviewed	24 <sup>th</sup> June 2025
Next Review	June 2026