

PROVISION OF CARE - PRIVACY

POLICY

A range of sensitive and private matters are often discussed within Family Day Care, particularly between Parents and Educators.

PROCEDURE

1. All persons involved in the Family Day Care Scheme have the right to confidentiality being maintained.
2. No details of the personal or home lives of any parent, child, Educator or Family Day Care staff member should be discussed either within or outside the Family Day Care Scheme.
3. Educators must agree, before registering, to maintain confidentiality in relation to children in care and their families.
4. All files relating to Educators, children in care and their families must be kept in a secure position.
5. No information should be given to any outside Agencies (ie. Police Department, Child Protection etc.) without referral and permission from the Family Day Care Coordinator. Any such information should be limited to as small a number of staff and representatives as possible.
6. Anyone may be required to/have the right to give information regarding abused child
7. Any breaches in confidentiality may result in dismissal or disciplinary action.