

Statement of Confidentiality

This Statement of Confidentiality is applicable to the Brunswick East Primary School Outside School Hours Care Service (BEPS OSHC Service) Coordinators, educators, ancillary staff, volunteers, students, OSHC Sub-committee of Management members, Approval Provider (School Council) and Nominated Supervisor, who as a condition of their association with BES OSHC Service, agree to the following statements, and sign this statement of confidentiality to be kept by the Service.

All parties respect the rights to privacy of enrolled children and their families, the Coordinator, educators, staff, students, volunteers, the School Council, the OSHC Management Sub-committee members and their families, and comply with the Australian Privacy Principles (APP) under the Commonwealth *Privacy Act 1988*.

Information pertaining to children and their families, the Coordinator, educators, staff, students, volunteers, the School Council, the OSHC Management Sub-committee members and their families, is not discussed or made available to any other person who has not been authorised by the aforementioned parties except in circumstances involving an authorised government officer covered by legislation. This includes any discussions about the BEPS OSHC Service or any associated persons on social media platforms and websites.

Information about individual children or their families is only discussed with authorised persons within BEPS OSHC Service. All discussions relating to individual children and their families by educators, staff, students, volunteers, School Council or the OSHC Management Sub-committee members will be on confidential, professional basis.

Information about a staff member and their families is not discussed with other staff at BEPS OSHC Service or with any other person within or external to BEPS OSHC Service without the staff member's consent.

Photos of children or any information that may identify a children of their family are not publicised on social or digital media sites or used for any purposed without the specific written consent from the authorised family member.

Information about BEPS OSHC Service's confidential business transactions is not discussed with any other person within or external to the service except where this is within the staff or School Council/OSHC Management Sub-committee member's professional work at the service.

Print Name: _____

Position: _____

Signed: _____

Date: _____