



# YMCA WA CONFIDENTIALITY PROCEDURE

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YMCA WA is officially accredited as a Child Safe Organisation

**DOCUMENT CONTROL**

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## 1.0 PURPOSE

The confidential maintenance and retention of records and information in relation to stakeholder's, staff, children and families is a legislative and organisational requirement. The YMCA WA Family Day Care Service has the responsibility to ensure the service has in place policies and procedures in relation to governance and management of the service, including confidentiality.

## 2.0 SCOPE

This Policy applies to the YMCA WA service staff and educators.

## 3.0 ROLES AND RESPONSIBILITIES

Role Title	Responsibilities

## 4.0 RELATED LEGISLATION AND STANDARDS

Legislation/Standard
Education and Care Services National Law (WA) Act 2012
Education and Care Services National Regulations, 2012
National Quality Standards

## 5.0 SUPPORTING PROCEDURES, POLICIES AND OTHER DOCUMENTS.

Refer to the YConnect page for the current link to related documents listed below.

Document ID	Document Title

## 6.0 STEPS

All persons will comply with all policies and procedural requirements when engaging in activities relating to the operation of the YMCA WA Family Day Care Service. All records and information received will be maintained in a confidential and private manner.

1. The family day care educator will keep confidential the affairs of each child in their care and of the child’s family and shall not disclose any information to a third party other than the service or as legally required to do so.
2. Confidential conversations will be conducted in a quiet area away from other children, parents, staff, educators and educator’s family members.
3. Conversations in relation to the health and well-being of the child should be noted in writing and stored in a confidential manner.
4. Reports, notes and observations in relation to educators, service staff and children must be objective, accurate, and free from bias and negative comments including use of labels.
5. Students, volunteers and/or visitors to the family day care educator’s residence/venue will ensure that information in regard to educators, service staff, children, and families is not discussed outside of the context in which it was heard.
6. Any information received or transmitted via mobile telephone (including text/SMS) or any other electronic device (example email) shall be treated with the same confidentiality as any other written form of communication and must be stored confidentially.
7. Service staff are required to be familiar with and follow the YMCA WA Confidentiality Policy.

## 7.0 FEEDBACK

Feedback on this procedure must be directed to the Document Owner outlined in the cover of this procedure.

**The Document Owner is responsible for maintaining the currency of this document.**

## 8.0 DEFINITION OF TERMS

Term	Definition

Term	Definition