



LYCEE CONDORCET
THE FRENCH SCHOOL OF SYDNEY LTD
A.C.N. 003 977 160

CONFIDENTIALITY

POLICY

AIM:

To ensure the privacy and personal details of all children, families and staff remain confidential at all times (with exceptions stated below)

EXPLANATION:

Confidentiality is a right that every individual at the French School of Sydney is entitled to and we must respect this right. It is therefore vital that all information remains private and confidential.

IMPLEMENTATION:

1. All details related to the family, including children's centre file and developmental profile will be kept out of the public eye and will not be shown or discussed with anyone other than the staff at the service or the family concerned.
2. Children's health details will not be revealed and discussed with anyone other than the staff at the school if necessary. This includes any on going medication needs or health conditions such as asthma, epilepsy, etc.
3. All the details surrounding an accident will be written up on an accident report form. Details of what, where and how the accident happened, injuries sustained, time it occurred and how the child was treated will be documented. This information will remain in a folder away from the public eye until the parent/ guardian has sighted and signed it. The document will then be filed away accordingly.
4. It is very important that no other name other than the child on the accident report form be mentioned when recording an incident. The incident needs to be discussed and explained to the parents, however it is not the teachers responsibility to justify the incident to parents but to protect all children involved and respect confidentiality.
5. All medication will be stored appropriately by the classroom teacher after the teacher has sighted and signed the medication form and ensured all necessary information has been provided. The teacher will then ensure the medication form is placed in the relevant folder, away from the public eye.

6. Information regarding individual family details such as addresses, fees, immunisation records, cultural backgrounds, parent/guardian place of employment and other such details will be kept in a locked filing cabinet for use by staff only.
7. Children's full names will only appear on the daily attendance register.
8. Staff are not to discuss any matters related to children at the school with parents other than the child's own parents/guardians.
9. Staff are not to discuss school matters with anyone other than those employed at the school. It is a breach of confidentiality and is a serious matter that will not be tolerated and will be a means of dismissal.
10. The Department of Community Services (DOCS), if requested, will have access to all information concerning the school, staff and families.