

**SWiCh Inc Child Care Centre**  
**Monash Student Association Clayton**

**Policy: Privacy**

**Date Of Approval: April 2008**

**Policy Statement:** In order to provide you with the highest standard of service SWiCh Inc is required to collect personal information from you about your children and yourselves before and during the course of your child's enrolment. We are committed to protecting your privacy and we abide by the National Privacy Principles contained within the Privacy Act.

Privacy of your personal information is important to us and we conduct our business with respect and integrity.

**What information do we collect, why and how is it used?**

Basic details are collected directly from parents such as your names, date of birth, address and phone contacts. It is also necessary for staff to collect details regarding your child's name, date of birth, medical details, health, routines, likes and dislikes for inclusion in a personal profile.

In addition we are required to hold information regarding the federal governments Child Care Management System (CCMS)

All this information is vital in assisting us to provide the best possible individual care for your child and for processing payments. Some of the information we collect is to satisfy the centres legal obligations under the relevant childcare legislation.

Confidentiality is observed at all times. We assure you that:

- This information will only be used by our childcare professionals in order to deliver your child's care to the highest standards
- It will not be disclosed to those not directly involved in the care of your child without your consent.
- You may ask to have access to the information held about you and your child and we will provide access without undue delay
- We will take reasonable steps to ensure at all times the details we keep about your family are accurate, complete and up to date.
- We will take reasonable steps to protect this information from misuse, or loss and unauthorised access or disclosure.
- Our staff are committed to respect these principles at all times
- If a student has a valid training requirement that involves the gathering of certain information pertaining to your child or family, the student must have written consent from you and the Director of SWiCh Inc before being permitted access to the specific information.

If you require any further information regarding the ways in which your personal information is handled in our service, please contact the centre Director.

We will follow up all comments, feedback or complaints within fourteen days and aim to resolve them to maintain our high standards of service provision.

Source of information: Community Childcare  
Department of Human Services  
Lady Gowrie In-Service training centre  
City of Monash Coordinators group

**Parent / Guardian Consent Form**

**I understand that the information collected about my child and family may be accessed by;**

1. E.C.E.'s working with my child to assist them with planning for my child's care, health and educational needs and to document their observations and developmental information.
2. The Department of Human Services (for auditing of compliance with the Children's Services Regulations) in order to view the admission forms and the curriculum.
3. The National Childcare Accreditation Council representative to view the curriculum
4. The Monash Student Association finance department in regards to financial matters of fee payment and CCMS. If necessary, a debt collection agency to recoup unpaid fees.
5. Health care and medical professionals assisting with your child outside our service, under your specific instruction.

Note: The Department Human Services will be provided with non-identifying statistical information in order to meet funding and service agreement requirements.

I also give consent for the following issues relating to my child's care at SWiCh Inc:

**Please tick the boxes and sign the form to acknowledge consent:**

- I agree to the application of broad spectrum sunscreen purchased by the centre
- I agree to the application of the nappy rash cream that I supply.
- I agree to displaying my phone number on the sign in sheets (if you would prefer not to please inform staff so an alternate arrangement can be made)
- I agree to basic information (i.e. the times my child slept and the food my child ate,) being written on the white board
- I agree to any medical information being passed on to emergency medical personal in the event of them being called to the centre.
- I agree to photos of my child being taken for use in program planning and for children's interest displayed in the playrooms.
- I agree to centre group photos that are taken, to be ordered by any parent
- In the event of an evacuation plan taking place or a practise drill I agree to my child being taken to the land at the rear of the centre.
- In the event of my child not being collected from SWiCh by closing time I understand that two staff members will remain with my child at the centre. I understand that staff will try and locate me and my emergency contacts but after one hour if, no-one is contactable, staff will call the police.

**Child's legal guardians to sign**

Signed.....Date .....

Relationship to Child (must have lawful authority of the child).....

Signed.....Date .....

Relationship to Child (must have lawful authority of the child).....