



PROCEDURES

ZUCCOLI PRESCHOOL PRIVACY AND CONFIDENTIALITY

1. INTRODUCTION

Vision Statement

Zuccoli Preschool aims to provide an environment which is private and confidential for children and their families.

Zuccoli Preschool has a duty of care to ensure that safety policies and procedures are implemented to protect children particularly around privacy and confidentiality.

Zuccoli Preschool has a responsibility under the *Education and Care Services (National Uniform Legislation) Act* (the Act) and *Education and Care Services Regulations* (the Regulations) to ensure children's health, safety and wellbeing is maintained at all times.

2. ROLES AND RESPONSIBILITIES

Principal will be responsible for:

- Overseeing the implementation of the Zuccoli Preschool Privacy and Confidentiality Procedure and ensure it is followed by all teachers, educators and families.

Preschool teacher and educators are responsible for:

- Implementing the procedure.
- Communicating the procedure to families

3. PROCEDURES

Confidential Files:

- All confidential/restricted papers and all files are to be put away in drawers or cabinets at the end of the work day, which is, not left on desks and bookcases.
- All confidential files to be stored in envelopes with CONFIDENTIAL clearly marked on the front
- All confidential papers and files should, where possible, be hand delivered by officers and not allowed to sit in 'out' trays

Date of next Review Term 1, 2026

Developed by Preschool Team

- All copies or drafts of confidential documents are to be shredded
- It is essential that the handling of all personal staff files is done with respect to the individual

Student Records

All students have a Student Record File that is the property of the Department of Education. These files are stored in the secure Main School Front Office. These records are not to leave the school premises. They contain but are not limited to:

- personal details, including age and gender
- student UPN - the unique pupil number assigned to the student through the Student Administration and Management System (SAMS)
- examination and test results
- reports on student progress
- guidance officers' reports
- school counsellors' reports
- correspondence to/from parents
- accident reports
- enrolment forms
- student update forms
- absence notes
- records of suspension
- disciplinary records
- religious instruction forms
- transfer notes
- permissions forms eg internet, photos
- medication details if applicable

All preschool specific Student File forms are in the secure Preschool Office, filing room or on the L Drive. These records are not to leave the school premises. They may contain, but are not limited to:

- Supplementary Preschool Enrolment Form
- personal details, including age and gender
- examination and test results
- reports on student progress
- guidance officers' reports
- school counsellors' reports
- correspondence to/from parents
- accident reports
- enrolment forms
- student update forms
- absence notes

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- records of suspension
 - disciplinary records
 - religious instruction forms
 - transfer notes
 - permissions forms eg internet, photos
 - medication details if applicable
- Testing and assessment records, anecdotal notes and anything required for teaching and learning purposes is housed within the preschool buildings or on the school servers. These documents are kept confidential and are to be shared only with caregivers or in school by the person of which created the document.

4. NATIONAL QUALITY STANDARD FOR EARLY CHILDHOOD EDUCATION AND CARE AND SCHOOL AGED CARE

This procedural document relates to the following:

- QA2 Children's health and safety
- DoE Privacy Policy