



Governance Policy

Philosophy Statement

Epic Holiday Camps are committed to creating a fun and safe environment for school-aged children to enjoy meaningful **real-world experiences** to remember forever. With a focus on **learning through play**, we offer exciting **age-matched activities** to support children in gaining confidence, developing their identity and enhancing their **health and wellbeing**. Organisational culture is important to us and we strive to build teams of motivated, fun and **engaging teachers** who children and families can **respect and trust**. Effective communication with children and their families underpins everything we do, ensuring we foster respectful relationships and **continually improve** our program delivery.

Policy Rationale

EPIC Holiday Camp believes that all parents, educators and Holiday Program staff have the right to privacy and protection of all personal information held by the service. All educators and holiday program staff will treat all information gathered for children attending the service as confidential. All information will be used only in regards to program provision requirements.

Policy Objectives

Educators will only discuss details relating to families and children with EPIC Holiday Camp staff or other professionals involved in supporting the inclusion of a child in the service.

- All participants involved in the holiday program will respect the right to privacy of families, educators and staff.
- Private matters will be handled sensitively at all times.
- All personal information collected by the service will be stored and used in a way that ensures the confidentiality of information at all times. This includes information gathered on children, their families and educators.

Procedures

Procedures for Compliance with Information Privacy Legislation Family/child Information

- Each child will have a separate enrolment form. Enrolment forms will be locked away when not in use at the service. Family information kept on CCMS software will be password protected. (R183)
- Personal information relating to families and their children must not be passed on to any other person. (R181)



- EPIC Holiday Camp will store the records with confidentiality with the exception that the parent or authorised nominee of whom the information relates to, the regulatory authority permitted under any Act or Law.
- Information given will be kept confidential unless the responsible person or educators need to assess information in order to provide adequate care and safety.
- EPIC Holiday Camp will request written consent of the person who provided the information to release information to any person other than those listed in this policy.

Educator Information – The service will:

- Ensure the educator meets appropriate criteria to provide care to children.
- Ensure an Educator Record can be compiled and maintained in accordance with the Education and Care Services National Law Act (2010) and the Education and Care Services Regulations (2011).
- Ensure that the service holds appropriate information on educators e.g. health needs in the event of an emergency.
- Educator Records will be stored at the EPIC Holiday Camp Head Office for a minimum of three years after educators cease employment with the service. (R183)

Access to Records

Parents or Educators wishing to access their personal information need to contact the Head Office to access personal record. Concerns about the misuse of personal information can also be directed to the Head Office in writing as per the service Grievances or Complaints policy.

Retention and Disposal of Records

The retention and disposal of all records kept by EPIC Holiday Camp will be in accordance with the Retention and Disposal Authority for Records of Local Government Functions – PROS 09/05.

References:

ACECQA National Quality Framework Resource Kit (2012)

Quality Area 4 – Staffing and arrangements.

Quality Area 6 – Collaborative partnerships with families and communities.

Quality Area 7 – Leadership and Service Management

Education and Care Services National Law Act (2010), S 168

Education and Care Services National Regulations (2011), R 181, 182, 183 & 184

Victorian Government – Information Privacy Act 2000

Victorian Government – Public Records Office Standard PROS 09/05