



Governance and Management Policy

Governance

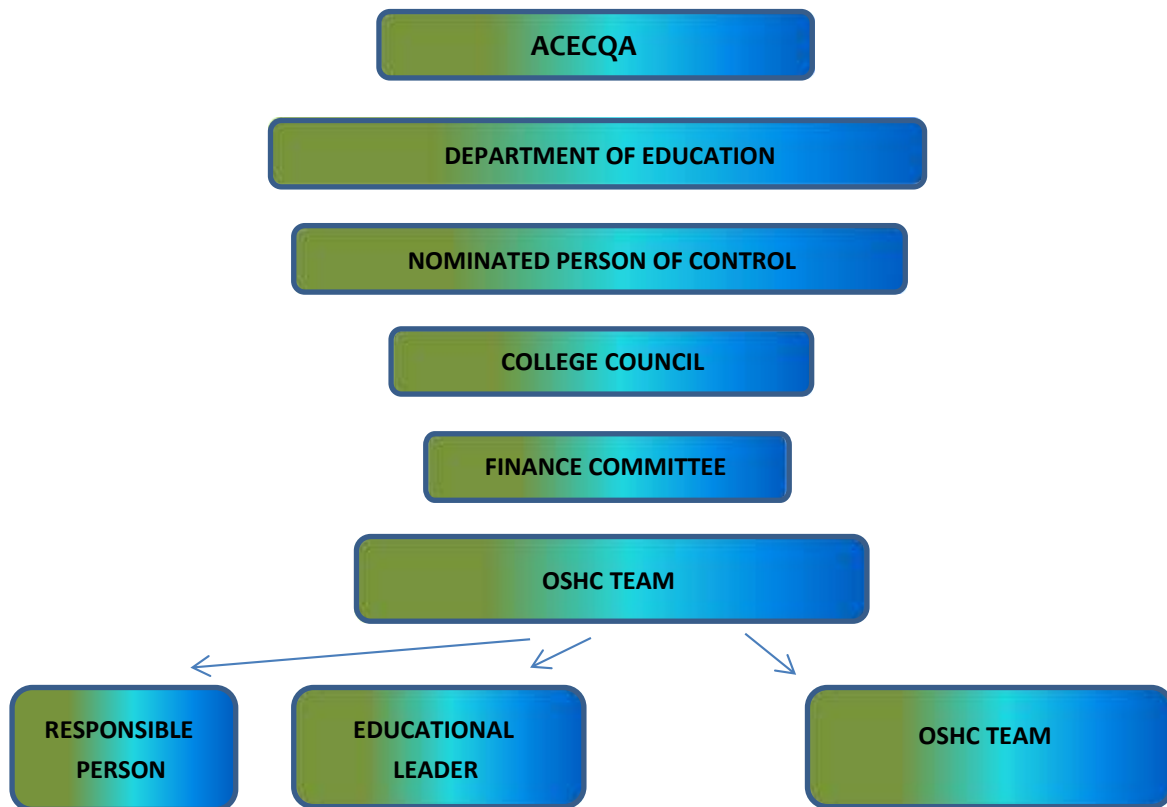
Aim:

Appropriate governance arrangements and systems will be in place to manage the service and to support the ongoing growth of the program.

Implementation:

- Attendance and enrolment records will be maintained appropriately.
- Nominated person of the service must be a fit and proper person.
- The Regulatory Authority will be notified of any relevant changes to the operation of the service or serious incidents and any complaints which allege a breach of legislation, within the required timeframe.
- Administrative systems will be established and maintained to ensure the effective operation of the service.
- An Educational Leader will be appointed to ensure the development of the curriculum and establishment of clear goals and expectations for Teaching and Learning.
- Every effort will be made to promote continuity of educators and co-ordinators at the service.
- Induction of educators, co-ordinators and staff members is comprehensive.
- Processes will be put in place to ensure that all grievances and complaints are addressed, investigated fairly and documented in a timely manner.
- Service practices are based on effectively documented policies and procedures which are available at the service and reviewed regularly.
- A Quality Improvement Plan will be prepared which identifies areas that the service considers may require improvement and contains a statement of the philosophy of the service.
- The Service Governance arrangements regarding organisations and personnel will be as follows:

ORGANISATIONAL CHART



Privacy, Confidentiality and Storage Of Records

Definitions

Personal information means information or opinion that is recorded in any form and whether true or not, about an individual whose identity is apparent, or can be reasonably determined from the information or opinion. For example, this includes all paper and electronic records, photographs and video recordings.

Health information is defined as including information or opinion about a person's physical, mental or psychological health, or disability, which is also classified as personal information. This includes information or opinion about a person's health status and medical history, whether recorded or not.

Sensitive information is defined as information relating to a person's racial or ethnic origin, political opinions, religion, trade union, or other professional, or trade association membership, sexual preferences, or criminal record that is also classified as personal information about an individual.

In this policy **personal information** refers to personal information, health information and sensitive information unless otherwise specified.

Parent in this policy in relation to a child, includes step parent, an adoptive parent, a foster parent, guardian, or a person who has custody or daily care and control of the child.

Staff in this policy is defined as someone who carries out a duty on behalf of the school, paid or unpaid, or who is contracted to, or directly employed by the school or the Department of Education and Early Childhood Development (DET). Information provided to a school through job applications is also considered staff information.

Policy context

Personal information is collected and used by Kyabram P-12 College OSHC to:

- provide services or to carry out the school's statutory functions
- assist the OSHC services and its staff to fulfil its duty of care to students
- plan, resource, monitor and evaluate school services and functions
- comply with Department of Education and Training the national law and regulation reporting requirements
- comply with statutory and or other legal obligations in respect of staff
- investigate incidents or defend any legal claims against the school, its services, or its staff, and
- comply with laws that impose specific obligations regarding the handling of personal information.

Collection of personal information

The service collects and holds personal information about students, parents and staff.

Use and disclosure of the personal information provided

Students and parents

The purposes for which the school uses personal information of students and parents include:

- keeping parents informed about matters related to their child's care
- looking after students' educational, social and health needs
- celebrating the efforts and achievements of students

- day-to-day administration
- satisfying the service's legal obligations, and
- allowing the school to discharge its duty of care.

Staff

The purposes for which the service uses personal information of job applicants, staff members and contractors include:

- assessing suitability for employment
- administering the individual's employment or contract
- for insurance purposes, such as public liability or WorkCover
- satisfying the school's legal requirements, and
- investigating incidents or defending legal claims about the school, its services, or staff.

The service will use and disclose personal information about a student, parent and staff when:

- it is required for general administration duties and statutory functions
- it relates to the purposes for which it was collected, and
- for a purpose that is directly related to the reason the information was collected and the use would be reasonably expected by the individual and there is no reason to believe they would object to the disclosure.

The service can disclose personal information for another purpose when:

- the person consents, or
- it is necessary to lessen or prevent a serious or imminent threat to life, health or safety, or
- is required by law or for law enforcement purposes.

Where consent for the use and disclosure of personal information is required, the service will seek consent from the appropriate person. In the case of a student's personal information, the school will seek the consent from the student and/or parent depending on the circumstances and the student's mental ability and maturity to understand the consequences of the proposed use and disclosure.

Accessing personal information

A parent, student or staff member may seek access to their personal information, provided by them, that is held by the service.

Access to other information may be restricted according to the requirements of laws that cover the management of service records. These include the Public Records Act and the Freedom of Information Act.

Updating personal information

The service aims to keep personal information it holds accurate, complete and up-to-date. A person may update their personal information by contacting the service Co-ordinator.

Security

School staff and students have use of information and communications technologies (ICT) provided by the school. This use is directed by:

- Department of Education acceptable use policy for Internet, email and other electronic communications
- Department of Education IT security policy.

Complaints under privacy

Should the service receive a complaint about personal information privacy this will be investigated in accordance with the Department of Education privacy complaints handling policy.

[Complaints – Parents: Policy | education.vic.gov.au](https://www.education.vic.gov.au/parents/policies/complaints)

[Privacy and Information Sharing: Policy | education.vic.gov.au](https://www.education.vic.gov.au/privacy)

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2023
Consultation	August 2023 College Council August 2023 College Newsletter
Approved by	College Council
Next scheduled review date	June 2026