

Information Exchange Policy

Activity Centres Incorporated is a community based not for profit organisation managed by a parent committee

Policy Statement

- We aim to ensure that the safety and wellbeing of all children is of paramount importance. Information about children will be exchanged with authorised professionals if it is in the best interest of the child and supports their growth, development, wellbeing or their safety.

Considerations

- ✓ The Education and Care Services National Law 2010
- ✓ The Education and Care Services National Regulation 2011
- ✓ The Education and Care Services National Quality Standards 2011
- ✓ My Time Our Place
- ✓ Keep them Safe, Department of Education and Communities.

Procedures

- In order to provide effective support and referral it may be necessary to exchange information with other prescribed bodies including government agencies or non-government organisations and services.
- The NSW Children and Young Persons (Care and Protection) Act 1998 has been amended (2009) to include chapter 16A Information Exchange
- Chapter 16A requires prescribed bodies to take reasonable steps to coordinate decision making and the delivery of services regarding children and young people
- Under Chapter 16 A NSW Children and Young Persons (Care and Protection) Act 1998, educators will exchange information that relates to a child or young persons safety, welfare or wellbeing, whether or not the child or young person is known to Community Services and whether or not the child or young person consents to the information exchange.
- The information requested or provided **must** relate to the safety, welfare or wellbeing of the child. Information includes:
 - A child or young person's history or circumstances
 - A parent or other family member, significant or relevant relationship
 - The agency's work now and in the past
- Where information is provided in good faith and according to legal provisions, under section 29 & section 245G NSW Children and Young Persons (Care and Protection) Act 1998; reporters cannot be seen as breaching professional etiquette or ethics or as a breach of professional standards. There can be no liability for court action.

Checklist for Staff

- ✓ When sharing information ensure you can confirm the person you are sharing with is an authorised professional.
- ✓ Ensure you can confirm the identity of the professional (you may need to get their contact details and contact them about the matter once you can confirm the identity)
- ✓ Information shared must be factual and not the personal opinion of any member of staff.
- ✓ Information shared must be in the best interest of the child, to support the child's wellbeing or safety.

_____ end of policy _____

Policy is only endorsed if initialled by 2 members of the management committee

Endorsed by the Management Committee on the 28th January 2014

Management Committee Policy is to be reviewed by the 28th January 2016