

Record keeping

Bread of Life Trust maintains records in accordance with the Privacy Act 2020 and other relevant legislation.

(i) Information

- All forms, such as enrolment and staff information forms, will state why information is collected and what will be done with the information, for example emergencies, birthdays, health and safety of a child. No information is shared except with the owner's permission or as required by legislation, for example, Health and Safety Act, and Oranga Tamariki staff, at audit.
- Limits to confidentiality:
 - Where there are concerns regarding the welfare of a child or someone associated with that child, information will be released to Oranga Tamariki
 - Information will be released as required for the purpose of OSCAR programme audit by the Ministry of Social Development's Social Services Accreditation unit.

All files holding confidential information will be duly secured and kept from the access of unauthorized persons in a secure cabinet.

If a parent wishes to have access to their file, they need to approach the supervisor, who will get the file.

- All personal information shared in discussion between staff or at meetings is to remain between those persons.
- All sensitive and personal conversations including telephone conversations shall be held discreetly and in private.
- When personal information is no longer required it will be disposed in a confidential records bin and removed for shredding.

(ii) Attendance

- All Sign in / out sheets will be kept for the required legal time.
- Vans and taxis have a daily list of children to be collected which can be changed by a cellphone call if a child is suddenly away.
- Contributing schools are notified each term or when a child is added or deleted from the list as to the days they are enrolled at OSCAR.
- Any late changes to pickups will be made via a phone call to Taxi Company, Bread of Life vehicles and or schools.

(iii) Enrolment forms

These will be kept in accordance with the Privacy Act 2020.

(iv) Health and safety

- Medical forms will be kept as long as required.
- First Aid sheet will be kept as long as required.
- Incident /Accident form will be kept as long as required.
- At the end of each term or holiday all relevant paper work is handed to the OSCAR Manager and stored in the office for each programme.