

**Confidentiality Policy**

This policy exists to protect children, parents, carers, families and staff, and to ensure that everyone using our Preschool is absolutely clear about issues of confidentiality and what

our procedures and routines are in respect of this matter. Underpinning the policy is our

Preschool's recognition that the safety and well being of children and their families is of paramount importance, as is respect for the privacy of those involved in the setting.

**Working with Children and Families**

We recognise that its work with children and families sometimes involves staff and

volunteers dealing with confidential information.

Information, verbal or written, provided by parents or carers is treated confidentially.

 Parents or carers are informed of records being kept on their child

 Parents or carers have access to their child's records only

 Children's records are kept in individual files and stored securely in a locked cabinet

 Files are available at each session but can only be accessed by the manager or keyperson of the child or a member of staff, as appropriate

 Children's personal details cannot be passed on to another person or people without the Parent's or carer's prior knowledge and consent

 Staff and adult helpers do not talk publicly about matters relating to the children, staff members and their families

 Staff do not discuss children, other than for curriculum development, welfare and group management purposes, with any other person/s without the parent's or carer's knowledge and consent

We are aware that abuse does occur in our society. We recognise we have a prime

responsibility to ensure the safety and well being of children in the group and have a duty to report any suspicions of abuse to the local authority

 Any evidence relating to a child's personal safety is kept in a separate secure confidential file

 Contents of the file are open only to the manager and her deputy

 Parents or carers will have access to records relating to their own child

**Employer/Employee Relationship**

The employment of staff is a management responsibility and all issues regarding the employment and management of staff is confidential to the people directly involved, i.e. the staff member and those involved with making personnel decisions (usually the office bearers).

The group recognises that holding certain information could amount to an intrusion into an employee's privacy and takes care that an individual's personnel record contains only relevant information and that it is safeguarded effectively.

 Individual records are kept for each staff member in confidential personnel files

 staff have access to their own personal record

 Files are kept securely by the persons specified by the Preschool management

 Staff's personal details cannot be passed to another person without their prior knowledge

and consent

 The Management do not talk publicly about:

- an individual's work performance

- terms and conditions of employment for individual members of staff

- disciplinary or grievance matters brought to their attention.

 Staff do not talk publicly about:

- the work performance of their colleagues

- disciplinary or grievance matters in which they are directly involved.

Any breach of the procedures and routines specified in this policy document will be

investigated and may result in disciplinary action being taken if a staff member is involved. If a committee member or adult helper is involved a complaint will be made against him or her.

In collecting, holding and processing personal data the Group complies with

current Data Protection rules and guidance.

**All staff members will have a working knowledge of this policy.**