

Confidentiality Policy

Please also see [Social Networking Policy](#)

Statement of Intent

It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality care and education. An employee/volunteer of the setting may in the course of his/her duties gain knowledge of or have access to personal information relating to children and families and/or other members of staff. It is a condition of employment that all staff/volunteers understand the importance of respecting this information in a discreet and confidential manner.

Aims

- To prevent information about the children in our care from becoming available to non-relevant persons.
- To safeguard the interests of the children in our care.
- To respect the privacy of children and parents at the setting.
- To enable parents to approach the setting in strict confidence.

In order to fulfil these aims

- Parents have ready access to the learning journeys, files and records of their own children (unless there are safeguarding reasons for withholding this information) but do not have access to information about any other child.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.
- If staff talk to parents about any causes for concern, e.g. unsociable behaviour, this should be done out of hearing of the child(ren) in question, other children and their parents/carers.
- Any concerns/evidence relating to a child's personal safety are kept in a secure, Confidential File and are shared with as few people as possible on a "need-to-know" basis.
- Personal information about children, families and staff is kept securely in a lockable file whilst remaining as accessible as possible.
- Photographs on display on the walls and in scrap books are used without reference to the identity (surname) of children, apart from peg name labels
- Medical information held on file may be made available to the General Practitioner or Hospital Doctor in the case of an emergency.
- If telephone requests are made for information the recipient should take the name, telephone number and agency and make a return call with such information as may be given, subject to this or any other relevant procedural note.
- In certain circumstances, where a child is considered to be at risk, information may be passed to the relevant authorities without parental consent.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students are advised of our confidentiality policy and required to respect it.

- Written material about children and families should be maintained for 7 years or as legally required and then should be shredded before disposal. *Correct figure tbc*
- Any breach of confidentiality could have serious consequences for the person concerned. Confidentiality must be brought to the attention of all staff/volunteers on appointment. A confidentiality agreement should be signed and dated by each individual staff member/volunteer to be retained with their application and acceptance details.

All the undertakings above are subject to the paramount commitment of the setting, which is to the safety and well-being of the child. Please see also our policy on [Safeguarding Children](#).