

Early Years Centre Confidentiality Policy

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Owned by: Tracy Pointon
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Policy

Title: Confidentiality

From: Early Years Centre

**Date: 27th July 2011; reviewed
2nd May 2014**

In this setting we work very closely with families and outside agencies and there is a possibility that we will come into contact with confidential information. Confidential information is information of some sensitivity, which is not lawfully in the public domain or readily available from another public source. In this setting it is our intention to respect the privacy of children and their parents. We aim to ensure that all parents can share information in the confidence that it will only be used to enhance the welfare of their child.

Respecting confidentiality

To ensure that all those using and working in the centre setting can do so with confidence, we respect confidentiality in the following ways:-

- Parents will have ready access to the records of their own child/children, but will not have access to information about any other child.
- Any discussions on a child's development will be done so within their immediate age group. This will be used for the purpose of planning and group management. Parents will be kept informed of their child's progress and development.
- Information given by parents to the Centre staff will not be passed on to other adults without permission.
- Information shared within the setting will always be addressed with the parents and checked whether the parent regards this information as confidential or not.
- Parents sometimes share information about themselves with other parents as well as staff. The setting cannot be held responsible if information is shared beyond those parents with whom the person has confided.
- Information shared between parents in a discussion or training group is usually bound by a shared agreement that the information is confidential to the group and not discussed outside of it.
- We will aim to inform parents when we need to record confidential information beyond the general personal information we keep- for example with regard to any injuries, concerns or changes in relation to the child or the family, any discussions with parents on sensitive matters, any records we obliged to keep regarding action taken in respect of child protection and any contact and correspondence with external agencies in relation to their child.
- Confidentiality is paramount however there maybe an occasion when information regarding the child is disclosed to external agencies without informing the family. This will be in relation to a Child Protection issue. If a child is considered to be at risk, the Centre's Child Protection Policy will override this confidentiality policy as a duty of care.
- We keep all records in a locked cabinet in an area that is not accessible by non-staff members. All records are required by law to be kept for a period of 7 years; non-active records are destroyed through a confidential waste management system after this 7-year period.
- Our staff induction includes an awareness of the importance of confidentiality and staff are given a copy of this policy to adhere to.
- All members of staff are committed to the Centre's Confidentiality Policy and will sign a copy of this document to indicate their agreement
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved when making personnel decisions.
- The building and most rooms (including the office and all files) are securely locked at the end of each day and CCTV operates 24hours. The CCTV is only used in the case of an emergency.

Policy

All the undertakings above are subject to the paramount commitment of the Centre, which is to the safety and wellbeing of the child. Please see also our policy on safeguarding children.