

CONFIDENTIALITY

To ensure all who use and work in the provision can do so with confidence, confidentiality will be respected in the following ways:

- parents/carers will have ready access to any files and records of their own children but will not have access to information about any other children
- issues to do with the employment of staff, volunteers and students, whether paid or unpaid, should remain confidential to the people directly involved with making personnel decisions
- staff, volunteers and students will have ready access to their own files and records, but will not have access to information about any other staff
- staff, volunteers and students should not discuss concerns about individual staff members with anyone other than the person in charge/manager and or chairperson/registered person
- staff, volunteers and students will be advised of the confidentiality policy and required to adhere to it
- the provision will keep all documents/forms and electronic data in a safe place and under lock and key
- where possible information should not be carried from place to place, however where this is necessary this should be undertaken with due care and consideration
- access to confidential information will be restricted and the provision will arrange to share information with parents about their child in private
- only the appropriate authorised person has the right to share confidential information with other agencies gaining parental permission where necessary
- any breach of confidentiality is a serious matter and will be considered as gross misconduct, which could lead to disciplinary action
- the provision will follow statutory regulations regarding the period of storing information for example: Company Law, CSSIW, Charity Law and Local Authority
- any information that can be disposed of should be shredded or burnt