



Policy Document:

Confidentiality.

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Policy statement

The setting will comply with all the requirements of the GDPR, Data Protection Act, Childcare Act 2006, Working Together to Safeguard Children. We are registered with the ICO (Information Commissioner's Office).

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. The setting will not disclose information unless it is necessary as in the cases that follow.

The staff of the setting are required to sign confidentiality agreements and are provided with guidance on the appropriate disclosure and protection of confidential information.

An employee/volunteer of the Meadows Day Care Centre 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.

Confidential Information includes:

- Registration and admission forms
- Signed consents
- Any correspondence concerning a child or family
- Reports or minutes from meetings concerning a child from other agencies
- Ongoing record of relevant contact with parents
- Staff personal details
- The setting's finances

Procedure In order to achieve this

- Parents have ready access to the files and records of their own children but do not have access to information about any other child.
- Staff do 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. Children's individual abilities and behaviour should not be discussed with anyone other than the child's parents/carers.
- Any concerns/evidence relating to a child's welfare are kept in a secure, confidential file and are shared with as few people as possible on a "need-to-know" basis. Although we cannot always promise not to pass on information (especially if we believe the child would be in danger) we will do so in a manner appropriate and essential to the wellbeing of the child.
- Personal information about children, families and staff is kept securely in a lockable file whilst remaining as accessible as possible.
- 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 for information are made from an outside agency or 3rd party involved with a child or family the recipient should take the name, telephone number and agency or details of the 3rd party.

The recipient should make all reasonable efforts to verify the identity of the caller from the information provided prior to any return call being made and any information being shared.

After all relevant checks, a return call may be made providing 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, including staff contracts and terms of employment, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
 - Students on recognised qualifications and training, when they are observing within the setting, are advised of our confidentiality policy and required to respect it.
 - Written material about children and families is required to be retained for 7 years and then shredded before disposal.
 - Any breach of confidentiality could have serious consequences for the person concerned.
- Confidentiality is 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.

Confidentiality Agreement.



It is a requirement of the Meadows Day Care Centre that all committee members, staff, volunteers and students agree to abide by and sign this document. This agreement is produced in compliance with the Early Years Foundation Stage. *“The provider must take necessary steps to safeguard and promote the welfare of children.”* It also draws on the legal framework of the Data Protection Act 1998.

- All committee members, staff, volunteers and students are to respect the confidentiality of all parents, children, other professionals and each other at all times.
- All business relating to The Meadows Day Care Centre will be treated in the strictest confidence and will only be shared with appropriate persons. For clarification of this, seek support from your manager, or committee chair, as appropriate. This includes the use of internet social networking sites, such as 'Facebook'.

Failure to abide by this agreement may result in disciplinary action being taken by the setting which may include:

- Dismissal of staff.
- Termination of placement for student or volunteer.
- Instant removal from the Meadows management committee.

In the event of such disciplinary action being taken the following agencies will be notified:

- Ofsted.
- Charity Commission.
- The placement college or school.

Declaration:

I have read and understood this confidentiality document and agree to abide by this at all times.

Name:.....

Signature:.....

Date:.....