

## Sample Confidentiality Policy

### Statement of Intent

At \_\_\_\_\_ we respect the privacy of children and their families, staff and volunteers. All personal records relating to children and their families, staff and volunteers will be treated in a strictly confidential manner.

We will ensure that all parents and carers can share information in the confidence, that it will be only used to enhance the welfare of their children. The service will only share information with other professionals or agencies such as the Pre-school Inspection Service, with consent from parents. In the case of a Child Protection issue only, information may be shared without parental consent.

### Procedures

#### Records / Information

We keep two kinds of records on children attending the setting, in order to comply with the Child Care (Pre-school) Regulations, 2006:

##### *Developmental records*

These include observations of children in the setting, samples of their work, progress records and records of achievement. They can be accessed and contributed to by staff, the child and parents.

*Personal records include:* registration and admission forms, signed consents and correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, an ongoing record of relevant contact with parents, and observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters.

- These confidential records are stored in a lockable cabinet and are kept in a secure place, for example the manager's office.
- Parents have access, in accordance with the *Freedom of Information Act 1997*, to the files and records of their own children 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.
- Committee members are made aware that any confidential information that they receive as a result of their position must remain confidential to them.
- Breaches of confidentiality will be dealt with under the complaints procedure or under the terms of employment as appropriate.

##### *Other records*

- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the manager /management committee directly involved with making personnel decisions.
- Staff have access, in accordance with the *Freedom of Information Act 1997* to their personnel records.
- Students /trainees do not have access to children's files and are supervised whilst observing

children in the setting. All students/trainees are advised of the settings confidentiality policy and required to adhere to it.

**Information Sharing**

*There are times when we are required to share information about a child or their family with parents consent.*

- Children’s progress in learning records will only be shared with other professionals involved in a child’s care with consent from the child’s parent.
- Children’s progress in learning records will only be passed to the child’s school (junior infants) teacher with parents consent.

*There are times when we are required to share information about a child or their family without parents consent. This is only when there is reasonable cause to suspect a Child Protection issue in respect of a child (See Child Protection Policy)*

<b>Date Adopted:</b>	
<b>At Meeting of:</b>	
<b>Signed:</b>	
<b>Reviewed:</b>	

*This sample policy is developed by DCCC as a guideline document for childcare services .It is intended that the policy is adapted to suit each individual service. June 2009.*