



Early Learning and Childcare Centre

CONFIDENTIALITY POLICY

Ferryfield has a duty to protect the information we gather about children, parents, carers, families and staff and to ensure that everyone using the service is absolutely clear about issues of confidentiality and the procedures and routines in respect of this matter.

Underpinning this policy is our recognition that the safety and well-being of the child is of paramount importance and therefore this policy does not apply to care and welfare.

Working with children and families

- Ferryfield recognises that its work with children and families sometimes involves staff and committee members dealing with confidential information. All information, verbal or written, is treated confidentiality.
- Parents / carers can request and gain access to all information stored on their child (except where it has been deemed that to allow parents access to Care and Welfare information will be detrimental to the welfare of the child).
- Children's records are kept in individual files and are stored under lock.
- Files are available at each session, however they are only accessible to staff.
- Personal details are not passed on to another party without the parents / carer's knowledge and consent. (Except where the passing of information is related to a Child Protection concern.)
- Committee members and/or staff do not talk publicly about matters relating to any aspect of Ferryfield.
- Confidentiality continues even when employment or role of the committee member has ended.

Ferryfield is aware that abuse does occur in our society. We recognise that our primary responsibility is to ensure the safety and well-being of the children attending Ferryfield and we will report any concerns of abuse or lack of care to the appropriate authority; we are not required to inform the parents / carers before we do this.

- Any evidence / information relating to a child's care and welfare / child protection is kept in a separate, secure and confidential file.
- Parents / carers can request access to all records relating to their own child; however it is at the discretion of the Manager as to whether access to Care and Welfare information is suitable; advice may be sort from appropriate professionals.

Employer / Employee Relationship

The employment of staff is the responsibility of the Manager who is supported by the Management Committee. All issues regarding the employment and management of staff is confidential to the people directly involved, i.e. staff members and those involved in making personnel decisions. Ferryfield recognises that holding certain information could amount to an intrusion into an employee's privacy and takes care that an individual's personnel record contains only relevant information and that this information is safeguarded effectively.

- Individual records are kept for each staff member in separate personnel files.
- Staff have access to their own personal record.
- Files are kept securely.
- Information from the staff file will not be passed to anyone without the prior consent and knowledge of the staff member.
- Staff and committee do not talk publicly about an individuals work performance, terms and conditions of employment for individual staff members or any disciplinary or grievance matters brought to their attention.
- Confidentiality continues even after employment or role on the committee has ended.

Any breach of the procedures and routines specified in this policy document will be investigated and may result in disciplinary action being taken if a staff member is involved; this includes reporting the outcome of a disciplinary hearing to the SSSc. An investigation by the SSSc may result in a staff member losing their registration to practice, which will result in the loss of their job and the staff member may also be barred from working with children in the future.

If a complaint is made against a committee member or a volunteer, an investigation will be undertaken and all appropriate steps will be taken to record the outcome with the relevant professional bodies.

Adopted by the Committee

Date

August 2016