



Confidentiality Policy

This policy exists to protect children, parents, carers, families and staff, and to ensure that everyone using Mid Annandale Playcare is absolutely clear about issues of confidentiality and what the procedures and routines are in respect of this matter.

Underpinning the policy is our recognition that the safety and well being of children and families is of paramount importance, as is respect for the privacy of those involved in the setting.

Working with Children and Families

Mid Annandale Playcare recognises that our work with children and families sometimes involves the Directors and staff dealing with confidential information. All information, verbal or written, provided by parents or carers will be treated confidentially and will not be disclosed to a third party without the consent of the parent or guardians, unless it is a Child Protection issue.

In respect of recorded information:

- Parents or carers are informed of records being kept on their child
- Parents or carers have access to their child's records only
- Children's records are kept in individual files and stored securely in a locked cabinet
- Children's Progress Files are available at each session but can only be accessed by permanent staff, parent/carer, as appropriate.
- Children's personal details cannot be passed on to another person or people without the parent's or carer's prior knowledge and consent.
- Information given by parents is now stored electronically and parents have the right to see this. Anything regarded as confidential would be encrypted and access to information stored in this way would be by means of a password.
- Directors, staff and adult helpers do not talk publicly about matters relating to the children and their families.
- Information received from support agencies will be put in the child's individual file.
- Staff do not discuss children, other than for curriculum development and group management purposes, with any other person/s without the parent's or carer's knowledge and consent

Mid Annandale Playcare is aware that abuse does occur in our society. It recognises it has a prime responsibility to ensure the safety and well being of children in the setting and has the duty to report any suspicions of abuse to the local authority.

- Any evidence relating to a child's personal safety is kept in a separate secure confidential file
- Contents of the file are open only to the chairperson and identified staff member
- Parents or carers will have access to records relating to their own child

It is not the responsibility of any early years worker to investigate a suspected case of child abuse. Discussing suspicions with parents may destroy any evidence and any chance of a successful investigation. It is important to recognise that, whilst this information is confidential, it is essential to discuss this with the Manager.

Employer / Employee Relationship

The employment of staff is a Directors / Manager's responsibility and all issues regarding the employment and management of staff are confidential to the people directly involved, i.e. the staff member and those involved with making personnel decisions.

We recognise that holding certain information could amount to an intrusion into an employee's privacy and ensures that an individual's personnel record contains only relevant information and that it is safeguarded effectively.

Confidentiality of Employee Information

The employer will ensure that:

- Individual records are kept for each staff member in confidential personnel files – an individual employee's personnel record contains only relevant information and that it is safeguarded, securely stored and safely disposed of (by burning , pulping or shredding) as the need arises.
- Staff have access to their own personal record
- Files are kept securely by Cilla Hetherington – Manager and Shona Lockhart –Deputy Manager (These names will need to be reviewed, annually at least, and any changes recorded appropriately.)
- Only the managers and directors have access to the information contained in an individual's file
- Staff's personal details cannot be passed to another person without their prior knowledge and consent
- Manager/Deputy/Committee members will not talk publicly about:
 - an individual's work performance
 - terms and conditions of employment for individual members of staff
 - Disciplinary or grievance matters brought to their attention.
- Other staff will not talk publicly about :
 - the work performance of their colleagues
 - Disciplinary or grievance matters in which they are directly involved.

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.

In a committee managed service, any breach to this policy by a committee member, or adult helper will lead to a complaint being raised against him or her.

In collecting, holding and processing personal data the setting complies with current Data Protection rules and guidance.