

RATIONALE

Confidentiality is essential in the Early Years centre. Parents and others need to be reassured about information that may be shared.

The Confidentiality Policy needs to relate to the following policies: Admissions, Partnership with Parents and Record Keeping.

The organisation of an early years centre necessitates the sharing of information between families and professionals. In order to respect the dignity and privacy of all children / families, the staff will actively promote confidentiality in the following ways:

AIMS

The aim of Killermont Primary Nursery Class is to ensure that mutual privacy and confidentiality, while acknowledging our responsibility in following EDC policy on Child Protection

OUTCOMES

- Staff are provided with guidelines on required records and reports
- Staff and volunteers are provided with guidelines on the handling of confidential/ sensitive information
- Provision will be made for secure storage of files and information
- All relevant legislation will be adhered to in the keeping of records
- Parents / Carers have the right to access their child's own records
- Confidential information will not be disclosed unless required in matters of child protection or life / threatening/ death situations

ROLES AND RESPONSIBILITIES:

Senior Staff

- Must actively promote the Centre's Confidentiality Policy.

Staff

- Must actively promote the Centre's Confidentiality Policy.

RESOURCES

Partnership with parents / families
Admissions
Record keeping policies

Support for Learning
Child Protection and Guidelines

CROSS-REFERENCES:

The Child at the Centre	4.1, 4.3
National Care Standards	3.2, 7.2

In our centre responsibility for implementing this policy is:	
First Draft	Date: 2002/03
Consultation with Early Years Community	Date:
The policy was created on:	Date: 2002/03
The policy was reviewed on:	Date: 1 November 2012
Due for review on (not more than 3 years):	D

[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Text Box Tools tab to change the formatting of the pull quote text box.]