

Confidentiality policy

This policy outlines how Katies KinderCare will deal with confidential and personal information.

The settings work with children and their families bring us into contact with confidential information. It is a legal requirement on the setting to hold information on the children and their families using the setting, and the staff working at the setting. This information is used for registers, invoices and for emergency contacts. However all records will be stored in a locked cabinet in line with data protection registration.

Procedures

It is our intent to respect the privacy of children and their families and we will do so by:

- Storing confidential records in a locked filing cabinet.
- Ensuring staff are aware that confidentiality is a condition of their employment contract and any breach will be dealt with under the disciplinary policy.
- Ensuring that all staff are aware that this information is confidential and only for use within the setting.
- Ensuring that parents have access to files and records of their own children but not those of any other child.
- Gaining parental permission for any information to be used other than for the above reasons.
- The staff, through their close relationships with both children and their parents, may learn more about the families using the setting. All staff are aware that this information is confidential and only for use within the setting. If any of this information is requested for whatever reason, the parents' permission will always be sought. Staff do not discuss personal information given by parents with other staff members, 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. Students on placement in the setting are advised of our confidentiality policy and required to respect it.
- Issues concerning the employment of staff remains confidential to the people directly involved with making personnel decisions.
- Any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a "need to know basis". If, however, a child is considered at risk, our child protection policy will override confidentiality.

All the undertakings above are subject to the paramount commitment of the setting, which is to the safety and wellbeing of the child.