

Confidentiality

Purpose:

- To ensure that parental sensitivity to privileged information is respected.
- To avoid causing embarrassment to family and children.

Responsibility:

- Manager/Supervisor – Ensure only required information is passed to authorised people both internally and externally.

Procedure:

- Information given by parents must be kept confidential.
- Any information that is given by the parent / carers to any member of staff will not be passed on to other adults.
- All staff shall be advised of our confidentiality policy and confidentiality conditions in their employment contract. They will be required to respect it.
- All information relating to child protection shall be treated as strictly confidential.
- Parents have the right to access to the files and records of their own children but will not have the right of access to information any other child
- All information regarding complaints or discipline shall be kept confidential.

Documentation

- Nil