

The Ark

Confidentiality Policy

Policy

The aim of this childcare setting is to promote an environment of respect with reference to confidential information relating to the children, families or group users and the groups business.

Procedure

Committee Members will be reminded that: -

- All committee members are required to sign a confidentiality clause annually and are reminded that during their term in office as a committee member, they may be party to confidential information concerning the children, families or group users, and the group's financial business. Any information which is received as a result of their position as a committee member must remain confidential to them.
- Confidential issues must not be discussed with parents, or any other individual not connected with the organization.
- During and after their term of office, they must not disclose or allow the disclosure of any confidential information (except in the proper course of their membership of the committee)

Staff, volunteers and students

- A confidentiality section is included in all staff employment contracts
- A confidentiality poster is displayed on the notice board
- Staff, volunteers and students are given details about issues of confidentiality during their staff induction.
- Hard copies of children's and staff's records, and all financial information relating to children and staff, are kept in locked cupboards. Soft copies are held on password protected computers.

Parents and Carers

- Parents will have access to files and records of their own children
- Information given by parents/ carers to the Childcare Manager will not be passed on to others without permission