

CONFIDENTIALITY POLICY

Policy Statement:

It is the Policy of Baron's Playschool to hold any information about the Children, Staff and Parents/Guardians in strictest confidence.

Parents will be made aware of the necessity of keeping records in relation to their child to comply with Child Care Pre School Regulations.

If any Parent/Guardian wishes to see their child's records they may be shown by the Manager.

We Will:

- Ensure all information is kept in a secure location on the Premises.
- All records will be kept for the minimum amount of time needed.
- All staff are required to sign a Confidentiality Agreement.
- Any breach of the agreement will be dealt with severely and may result in cessation of employment.
- In Child Protection issues, observations and records in relation to the child may be required for the HSE (see Child Protection Policy)
- The principles of confidentiality will be raised by the service provider with all staff, volunteers or trainees and it will be reiterated that it is not acceptable to discuss matters relating to children or staff with a 3rd party.

Issues may arise during the day that needs to be discussed between Teacher and Parents/Guardians. If this is the case it is our policy to have these discussions in the strictest confidence with no other person around. If there are children in the room the discussion will have to take place quietly in a corner, without the other children getting involved. If there is something of a more serious nature Parents/Guardians will be asked to stay back for a brief discussion.

Date this policy was created: 17/07/2019