



Confidentiality

Policy Statement

Working with children and their families will sometimes bring us into contact with confidential information. To ensure that all those using and working in the setting can do so with confidence, we will respect confidentiality.

Procedures

Parents will have ready access to the files and records of their own children but will not have access to information about any other child. Children's files should be kept in the lockable filing cabinet.

Staff will not discuss individual children, other than among themselves for purposes of curriculum planning/group management, with people other than the parents/carer of that child. Discussions relating to children will not take place in public settings.

Information given by parents/carers to the supervisor, or other member of staff, will not be passed on to anyone other than members of staff without permission.

Issues to do with employment of staff, whether paid or voluntary will remain confidential to the people directly involved with making personnel decisions.

Staff should assume that all information relating to the children and the organisation of Tiggers is confidential unless otherwise informed by the supervisor or chair of the Tiggers Management Committee.

Students participating in training and undertaking observation/practical tasks with children will be made aware of our confidentiality policy and required to respect it. Where staff and/or students, for case studies, are observing individual children as part of their course work, direct written permission will be sought from their parents/carers before information relating to that child is utilised.

Where staff have concerns about a child's welfare, the situation will be carefully assessed by the supervisor in discussion with staff and the chair of the Tiggers Management Committee. Records of incidents which give rise to concern will be kept in a separate file. If it is deemed necessary, the supervisor will contact the CYPS under the Safeguarding procedure and will follow all instructions provided. In such circumstances, staff will discuss confidential information with CYPS, the police and/or Ofsted (as appropriate) without permission from parents/carers. Other members of the Tiggers Management Committee (e.g. the Child Support committee member) will only be informed of the situation on a 'need to know' basis.



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