

## **Confidentiality Policy**

Crèche Cois Laoi respects the confidentiality of any information about children, families and staff. Observation and assessments of children's behaviour will be treated in a strictly confidential manner.

### **Aim**

- Ensure all information is kept confidential regarding children, staff and parents.
- Respect the rights of the family and the child not to have information about them used or made available to others in any way

Parents will have access to records kept in the service only in relation to their own child. These records will be kept in a locked file.

Staff are trained on the principles of confidentiality on commencement of employment. It is impressed upon them that it is not acceptable to discuss matters relating to the children, the staff or the service outside the setting.

Crèche Cois Laoi believes that any information ascertained regarding families and children's behaviour and development should be held in the strictest confidence. Confidential information is shared only with staff members who need the information to effectively perform their job.

Records are kept in accordance with the Childcare Act 2006 to ensure confidentiality and parental access.

The management at Crèche Cois Laoi will ensure that all those working in the crèche including students and work experience students are aware of their responsibility to keep confidential all matters pertaining to children, families and other staff.

All employee personnel files are kept in Áras na Mac Léinn.

Confidentiality in report writing and sharing information will be maintained at all times except in Child Protection circumstances. The Manager should be consulted regarding any issues. A breach of confidentiality may invoke the Disciplinary Procedure.