

Blackhall Nursery

Confidentiality Guidelines (Board of Directors and Parent Committee)

1. Aims

The Nursery is committed to a genuine and meaningful partnership with the parents/carers of children in their care. The Nursery operates in a spirit of openness in partnership with parents. However, the Nursery recognises that there exist certain circumstances when confidentiality is important (i) for the safety and wellbeing of the children and their families, and (ii) in the interests of employees' privacy. In particular it recognises its obligation to implement and monitor a confidentiality policy.

In addition to these Guidelines, the Nursery has adopted a separate and more detailed Confidentiality Policy, a copy of which is available at Nursery and the terms of which are brought to the attention of all members of the Board of Directors and the Management Committee.

The Confidentiality Policy and these Guidelines also recognise the obligation of all parties who are involved in the running of the Nursery to establish and maintain the trust and confidence of all those who attend the Nursery, and their families.

2. Confidential records

Documents which are confidential will be stored in a lockable cabinet at Nursery and access to them will be restricted to specified persons. Documents which are not treated as confidential, and the information on those, will nonetheless be treated in a sensitive manner. For example, documents which contain the names, phone numbers and email addresses of members of the Board of Directors and the Management Committee, staff and parents should be treated in a sensitive manner and should not be used for commercial reasons.

Confidential records and documents which include personal details will be disposed of in an appropriate manner which can include shredding. Members of the Board of Directors and the Management Committee are requested to review their paper and electronic files and destroy any information which is no longer needed. Any paper records may be brought to Nursery for shredding at any time.

3. Practice regarding children and staff

Members of the Board of Directors and the Management Committee, staff and adult helpers will not discuss publicly matters relating to individual named children or their families.

The Nursery recognises the requirement to treat staff information on a confidential basis where appropriate and possible.

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These Guidelines and the Confidentiality Policy will be displayed on the Nursery's notice board. All members of the Board of Directors and the Management Committee will have their attention drawn to the terms of these Guidelines and the Confidentiality Policy at the start of the academic year.

This policy links to:

Curricular Area(s): Health and Wellbeing

Care Standard(s): 14

Quality Indicator(s) (HGIOELC): 1.4, 2.1

Adopted on 16.03.2017

Signed..... Position

Revised Nov 2009, Apr 2013, Mar 17 NW 04.11.09/FG 12.04.13/10.03.17 SM 13.09.22