



John Scottus Pre-School

Confidentiality Policy

This policy will be available to view and examine by all members of the school community: Parents, Staff, Board of Management and Trustees. They will be available for inspection in the Pre-school classroom in Old Conna, Ferndale Rd, Rathmichael, Co Dublin and on our School website.

Child Care Act 1991 (Early Years Services) Regulations 2016 ([Siofta Standard 12: Communication](#)) ([National Standard 2: Contract](#), [National Standard 3: Working in Partnership with Parents or Guardians](#), [National Standard 4: Records](#), [National Standard 7: Confidentiality](#), [National Standard 11: Child Protection](#))

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| Document Author: | John Scottus Pre-School |
| Document Approved: | Board of Management |
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Statement of Intent:

We respect the right for all information, records and observations to be treated with respect and with due attention to confidentiality and privacy.

Policy and Procedure:

We will ensure that:

- All registration forms and records of children attending the service will be kept by management confidentially.
- Parents/guardians may have access to the records of their own children but may not have access to information about any other child.
- Any confidential information given by parents/guardians to the service will not be passed on to other adults without permission.
- Any information relating to a child's personal circumstances will be kept in a confidential file and will not be shared within except with the child's key worker, on a 'need to-know basis'.
- Where a child is believed to be at risk we will take a decision to share information with the statutory authorities, under child protection guidelines.
- All staff, volunteers, students, parents/guardians will be made aware of this confidentiality policy. The policy implementation will be reviewed regularly at staff meetings.
- Any breach of confidentiality by any member of staff will lead to disciplinary action.
- In the case that a child's welfare is at risk, it is permissible for staff and management to share confidential information with TUSLA. This is in line with our Child Protection Policy.

Record Keeping:

We keep records under two areas i.e. Child/Family Records and Personal and Operation Details. All of these records are stored securely.