



Kilcreggan Early Learning and Childcare Centre



Confidentiality Policy



UNCRC:

Article 2 No Discrimination

Article 3 Adults must do what's best for me

Article 8 Identity

Article 12 I have the right to be listened to and taken seriously

Kilcreggan ELCC's work with children and families will bring us into contact with confidential information.

To ensure that all those using and working in our ELCC can do so with confidence, we will respect confidentiality in the following ways;

- Parents will be able to request access to the files and records of their own children but will not have access to information about any other child
- Staff will not discuss individual children, other than for purposes of curriculum planning/group management, with people other than the parents/carers of that child
- Information given by parents/carers to the staff at the nursery will not be passed on to other adults without permission
- Issues relating to the employment of staff, will remain confidential to the people directly involved with making personnel decisions
- Any anxieties or evidence relating to a child's personal safety will be kept in a confidential file at the discretion of the Head Teacher
- Students on courses involving visits or work placements to the ELCC, will be advised of our confidentiality policy and required to respect it
- Parents must be consulted before referral to other agencies if there are concerns about a child's development
- Parents/Carers will be consulted before any observations or work is undertaken by our professional partners e.g. Educational Psychologist, Occupational Health Team
- Documentation e.g. All About Me's and Developmental Milestones achievements is kept in an area of the ELCC only accessed by adults

Kilcreggan Primary ELCC

Updated Aug 2023



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All the undertakings above are subject to the paramount commitment of the ELCC, which is to the safety and well-being of the child. Please see also our policy on Child Protection.

Health and Social Care Standards

- 1.2 My human rights are protected and promoted and I experience no discrimination.
- 3.14 I have confidence in people because they are trained, competent and skilled, are able to reflect on their practice and follow their professional and organisational codes
- 3.20 I am protected from harm, neglect, abuse, bullying and exploitation by people who have a clear understanding of their responsibilities
- 3.25 I am helped to feel safe and secure in my local community.

Monitoring and Review

It is the responsibility of the Head Teacher along with the staff to monitor, evaluate and review the above arrangements and to adjust them according to need.