



Confidentiality Policy

Auchinairn Early Years Centre is required by law to keep records on all children attending. These records include a daily register, personal details, children's profiles, additional support paperwork, emergency contacts and a record of accidents/incidents.

Auchinairn EYC has a clear policy on confidentiality, which is set below. This policy is made known to all staff and parents:

- ❖ Parents have the right to access all information held regarding their child/children.
- ❖ Staff are discreet when dealing with information made known to them and will take measures to protect the privacy of parents and their children.
- ❖ Any evidence relating to child will be kept in a confidential file and will be shared on a need to know basis.
- ❖ All Registration forms and records of children are kept in a secure locked cabinet in the office.
- ❖ Information may be shared with East Dunbartonshire Education and/or Social Work Services in line with guidance and regulations. Parental consent may be obtained if appropriate.
- ❖ All information about health, family circumstances, children's development and behaviour shared with staff and other agencies will be treated with the strictest confidence.
- ❖ Any information stored electronically will be kept in a safe and secure manner.
- ❖ When a child leaves Auchinairn EYC their information will be retained/deleted in compliance with the Data Protection Act 2018.
- ❖ Children's Care Plans and enrolment forms can be found in the locked office cabinet.
- ❖ Staff will not discuss individual children with people other than the parents/carers of that child.
- ❖ Information given by parents/carers to Auchinairn staff will not be passed on to third parties.
- ❖ Any anxieties/evidence relating to a child's personal safety (Child Protection) will be kept in a confidential file (Pastoral Notes) and will not be shared within the EYC except for the child's key worker and management. Staff will know on a need to know basis.
- ❖ Photographs will be deleted from our records when a child leaves the EYC *unless used for archive purposes with parent consent (as from December 2018)*.
- ❖ The centre complies with all requirements of the Data Protection Act 2018.

Health and Social Care Standards

HGIOELC: 1.4 2.5 2.7

Realising the Ambition: 3.4, 3.5, 3.6 & 6.5

This policy has been reviewed and updated in consultation with staff and parents

Signed: J.Brady

Head of Centre

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