

## CONFIDENTIALITY POLICY



Little Eagles' work with children and their families will bring us into contact with confidential information. It is a legal requirement for us to hold information about the children and families using our provision for registers, invoices and for emergency contacts.

All records are stored in a locked cabinet and/or secure network in line with data protection registration. It is our intention to respect the privacy of children and their families and we will do so by:

- storing confidential records securely
- ensuring that all staff are aware that this information is confidential
- ensuring that parents have access to records of their own children but not to those of any other child
- gaining parental permission for any information to be used externally

All staff are aware that any information pertaining to Little Eagles and its stakeholders is confidential and only for use within the setting. If any of this information is requested for whatever reason, the parent's permission will always be sought.

Staff do not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person. If staff breach any confidentiality, this may result in disciplinary action, and in serious cases, dismissal. Students on placement are advised of our confidentiality policy and required to respect it.

Any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a "need-to-know" basis. If however, a child is considered at risk, our safeguarding children policy will override confidentiality. All the undertakings above are subject to the paramount commitment to the safety and well-being of the child.