

Confidentiality Policy

Policy Statement

It is the policy of Kinnefad Community Childcare Clg to keep confidential any information we collect relating all children, families and staff connected with our service.

Knowledge or observations of children's development or behaviour will be treated in a strictly confidential manner except in terms of legal obligations, ie child protection.

This policy has been created having regard to Children First Act, 2015, *Children First: National Guidance 2017* and the Childcare Act 1991 (Early Years Services) Regulations 2016.

Parents will be made aware of the necessity of keeping records in relation to their children in order to comply with the Childcare Act 1991 (Early Years Services) Regulations 2016.

Parents will have access to the records kept in the service, only in relation to their own child. These records will be kept in a locked filing cabinet.

All information regarding a concern about child abuse or neglect should be shared on a need to know basis in the best interests of the child. No undertakings regarding secrecy can be given and this should be made clear to children and families using the service.

The provision of information to the statutory agencies for the protection of a child is not a breach of confidentiality or data protection.

Parents and children have a right to know if personal information is being shared, unless doing so could put the child at further risk.

Parents will always be informed if a report is being made to Tusla unless doing so would further endanger the child, impair Tusla's ability to carry out a risk assessment or put the reporter at risk of harm.

Under the Children First Act, 2015, information shared by Tusla with a Mandated Person in the course of carrying out an assessment, arising from a Mandated Report, shall not be disclosed to a third party unless Tusla has provided written authorisation to this effect.

The principles of confidentiality will be addressed with all staff, volunteers and trainees and it will be impressed upon them that it is not acceptable to discuss matters relating to the children or staff or the service outside the setting.

Breaches of confidentiality by staff will be dealt with under the complaints policy or the terms of employment as appropriate.

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