Confidentiality Policy

Statement of intent

It is our intention to respect the privacy of children, parents/carers and staff at 3 Corners.

Aim
We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

The legal framework for this is the Data Protection Act 1998, including the General Data Protection Regulation 2018.

Methods
To ensure that all those using and working in the setting can do so with confidence, we respect confidentiality in the following ways.

- Confidentiality relates to all information, whether it involves children and families or staff/ students/volunteers who work at 3 Corners.
- Induction for staff / students and volunteers (including Management Committee - MC - members) includes an awareness of the importance of confidentiality.
- Staff will not discuss personal information given by parents/carers with anyone else other than key members of staff, unless it is a child protection concern, in which case the Safeguarding Children Policy will be followed.
- Parents/carers can see their child's records on request. (Please see our Accessing Personal Data Policy). They will not have access to information about any other child. All records and personal information are kept securely in the office and are only accessible to staff.
- Any safeguarding concerns and associated evidence relating to this are kept in a secure, confidential file and are only shared internally on a "need-to-know" basis.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions. The Childcare Manager and Business Manager, in the first instance and the MC Chair, where deemed necessary
- Personal information will only be discussed with third parties e.g. LADO (Local Authority Designated Officer), on a "need-to-know" basis.
- Confidentiality is to be maintained whilst working / involved with the setting and after this involvement has ceased. There is no time limit on this commitment to confidentiality.

All the undertakings above are subject to the paramount commitment of the setting, which is to the safety and well-being of the child. Please also see our Safeguarding Children Policy and Data Protection Policy.

This policy was reviewed by the staff of 3 Corners on 6th May 2025 and agreed and adopted, on behalf of the Management Committee by Sharon McElhone (Business Manager).

Signature: