

# **BARNIES DAY NURSERIES AND PRESCHOOLS**

## **CONFIDENTIALITY POLICY**

Barnies provides child care and education for a broad and variable society which may reflect and respond to many different and diverse cultures and beliefs.

The Confidentiality Policy governs all the other policies, operations and procedures the business follows thus protecting and supporting the children, parents, staff and other stakeholders.

Through its own ethos, Barnies is committed to protecting and supporting any person involved in the care and welfare of the children in its care but, in exceptional circumstances when the care of the child is not paramount, the contents of the confidentiality policy may not apply.

Parents are assured that information and discussion regarding their child(ren) will, whenever possible, be treated with complete confidentiality. It is realized that certain information, particularly where health and security procedures are involved, limited and restricted information will need to be divulged. However, any information of a confidential nature will only be shared by authorized or agreed personnel at the discretion of the parent. Parents will confirm this agreement in writing with amendments if necessary. However, the care of the child is paramount and Barnies may decide, in certain circumstances, to divulge information to authorized personnel if required. Verification of such a request may need to be confirmed.

Children are automatically awarded the right to anonymity particularly when discussing behavioural issues and situations. Information and conversations disclosed by a child that may raise child protection issues will automatically be excluded from this policy. The care of the child will always remain paramount.

Staff are also assured that information regarding their personal circumstances, terms and conditions of employment and other employment aspects will, whenever possible, be treated with confidentiality. However, the care of the child is paramount and it may be necessary to pass on certain information regarding an employee to authorized personnel if requested. Verification of such a request may need to be confirmed.

The expansion of technology and social media has broadened the opportunity for communication and whilst typing into one's own medium may feel like a private and personal conversation the reality is that it often leaves a very public and digital trail. Barnies requires all employees to apply confidentiality regarding every aspect of their employment and strictly forbids any reference to any part of it through messaging on a networking site, professional or social. Any employee found to be making such comments will be investigated and may face disciplinary action. Barnies policy also requires employees, volunteers, students and any other personnel involved in the daily operations of the settings not to make or accept invitations to become online friends with parents or other family carers on any social networking site. These sites are considered a public form of communication and during non-work time employees, volunteers, students and any other personnel involved in the daily operations of the settings remain responsible for taking care not to post anything online that breaks confidentiality about children, families or colleagues, or that could damage the reputation of Barnies.

All papers, documentation or otherwise will be retained in a locked enclosure with access restricted to authorized personnel only. Registration under the Data Protection Agency is sustained.

If, at any time, it is found that a person has breached the contents of the Confidentiality Policy Barnies reserves the right to take any appropriate action it may deem fit. This may, in exceptional circumstances, result in the removal of a place or concession or, if a member of staff, may lead to disciplinary action which could result in dismissal.

This policy will be reviewed on an annual basis or whenever further legislation is introduced which may require amendments to its constitution.