

# Pioneer Childcare

## Confidentiality Policy

At Pioneer Childcare we respect the privacy of the children attending the Club and the privacy of their parents/carers. Our aim is to ensure that all those using and working at Pioneer Childcare can do so with confidence.

We will respect confidentiality in the following ways:

- Parents/carers can ask to see the records relating to their child but will not have access to information about any other children.
- Staff only discuss individual children for purposes of planning and group management.
- Staff are made aware of the importance of confidentiality during their induction process.
- Staff are encouraged to ask for support from their manager if they have a concern or worry regarding something they have been told in confidence.
- Information given by parents/carers to Club staff will not be passed on to third parties without permission unless there is a safeguarding issue (as covered in our **Safeguarding Policy**). Information is shared on a strict need-to-know basis and is not discussed outside of club.
- Concerns or evidence relating to a child's safety will be kept in a confidential file and will not be shared within the Club, except with the Designated Safeguarding Lead and the manager.
- Issues relating to the employment of staff, whether paid or voluntary, will remain confidential to those making personnel decisions.
- Confidential records are stored securely.
- Students on work placements, and all other short-term employees, are informed of our **Confidentiality Policy** and are required to adhere to it.

### Sharing information with outside agencies

We will only share information with outside agencies on a need-to-know basis and with consent from parents/carers, except in cases relating to safeguarding children or criminal activity. If we decide to share information without parental consent, we will record this on an **Incident Form** clearly stating our reasons.

We will only share relevant information that is accurate and up to date. Our primary commitment is to the safety and well-being of the children in our care.

### Data Protection Act

We comply with the requirements of the Data Protection Act 1998, regarding obtaining, storing, and using personal data (as covered in our **Data Protection Policy**).

Information shared is only directly related to the business and our databases are password protected.

This policy was adopted by: Pioneer Childcare Ltd	Date: 25 <sup>th</sup> January 2023
To be reviewed: 24 <sup>th</sup> January 2024	Signed: J. Wilkins

Written in accordance with the EYFS welfare requirements: *Safeguarding and promoting children's welfare and Documentation.*