

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 will 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 Children 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 and schools

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 may share matters relating to a safeguarding concern/incident or health and safety matter at club with the relevant school. These matters will be dealt with in line with our **Confidentiality Policy** and are made to ensure the safety and well-being of the child. Safeguarding concerns/incidents will be addressed with the schools Designated Safeguarding Lead.

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.

Related Policies: **Data Protection Policy, Safeguarding Children Policy, Confidentiality Policy**

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| This policy was adopted by: Pioneer Childcare Ltd | Date: 25 th January 2024 |
| To be reviewed: 24 th January 2025 | Signed: <i>J. Wilkins</i> |

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