



Confidentiality Policy

Date of policy	January 2024
Review Date	January 2025

Confidentiality policy and procedure

Smarties' work with children and families involves being aware of, recording and keeping sensitive and confidential information. This policy applies to all staff, volunteers and students.

It is the policy of Smarties to ensure that all who use and work in the provision can do so with confidence.

We respect the need for confidentiality by:

- Ensuring that parents/carers have access to any files and records about their own children but do not have access to information about any other children.
- Ensuring that issues to do with the employment of staff, volunteers and students, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Enabling staff to have access to their own files and records, but not to information about any other member of staff, volunteer or student.
- Ensuring that staff, volunteers and students do not discuss concerns about individual staff members with anyone other than their delegated manager (or that person's delegated manager).
- Ensuring that staff, volunteers and students sign that they have read, accept and implement the confidentiality policy at their induction.
- Registering with the Information Commissioner's Office regarding the information held on children in our care on any electronic device (computer, mobile phone, USB flash drive/memory stick, digital camera, memory card, etc).¹
- Ensuring that confidential information is shared with other agencies only by the Smarties' setting leader or the responsible person, who has the authority to do so. In these circumstances the parents'/carers' consent is obtained (except in cases where this may place a child at risk).
- Keeping records of concerns/information relating to children's safeguarding confidential and in line with Smarties' child protection policy and the All Wales Child Protection Procedures.
- Taking seriously any breach of confidentiality at Smarties This is considered as gross misconduct that can lead to disciplinary action and dismissal.

- Disposing of any information (that can be disposed of) responsibly, by shredding or burning.
- Ensuring any computer or electronic device holding personal data is wiped before it is passed onto a third party.
- Obtaining parents'/carers' consents before using cameras, or video recording equipment with their children.
- The setting will follow the guidelines as set out in the GDPR policy.

This **confidentiality** policy and procedure was passed for use in Smarties

On: January 2024

By: Mrs. Shan Kenchington

Position: The Responsible Individual

Date of planned review: January 2025