

Confidentiality Policy for Early Learning and Childcare

We acknowledge that information relating to children is sensitive and needs to be handled carefully. You have a right to decide what information you choose to share with us. You also have a right to know what information is held about you and to change that information if you believe it to be inaccurate. The setting recognises that children and parents have a right to expect that confidentiality be maintained.

We follow Highland Council policies and procedures for confidentiality. However, if a child protection situation arises, this policy and its procedures will take precedence over confidentiality.

<https://hcpc.scot/>

To ensure that all those working in Early Learning and Childcare can do so with confidence, we will respect confidentiality in the following ways:

- Parents/carers will have ready access to the files and records of their own children, but will not have access to information about any other child.
- Information given by parents/carers to staff at the setting will not be passed on to other adults without permission.
- Issues relating to the employment of staff will remain confidential to the people directly involved with making personnel decisions.
- The filing cabinet that contains Child Protection information is with the Head Teacher and locked at all times. Storage of Child Protection information is also on SharePoint for access by the Designated Child Protection Coordinator/ Depute Designated Child Protection Coordinator.
- Staff, students, volunteers and parents/carers will be advised of the confidentiality policy and will be required to adhere at all times.
- Parents/carers must be consulted before referral to other agencies if there are concerns about a child's development.
- If a child has a split placement there needs to be written permission from the parent/carers to share information between settings.

Adele Mackenzie – Early Years Practitioner _____

Caroline Docherty – Early Years Practitioner _____

Donna Martin – Early Years Practitioner _____

Gizelle Souter – ELC Support Worker _____

James Cook – Head Teacher _____

Mairi Buxton – Early Years Practitioner _____

Stacey Glass – Early Years Practitioner _____