

## 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.
- 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 \_\_\_\_\_

Fiona McAuley – Support Worker Early Years \_\_\_\_\_

Gizelle Souter – Support Worker Early Years \_\_\_\_\_

Jayne Babey – Breakfast Club Auxiliary \_\_\_\_\_

James Cook – Head Teacher \_\_\_\_\_

Stacey Glass – Early Years Practitioner \_\_\_\_\_