Confidentiality Policy

Principles

The Children (NI) Order 1995 requires all pre-schools to keep records on children attending the sessions. Confidentiality of this information will be ensured at all times and all records will be kept in a locked filing cabinet. Records will be limited to factual matters and will include the following:

- Enrolment forms.
- Daily register.
- Accident/incident book.
- Fire drills.
- Medication records.
- Complaints register.
- Consent slips for outings.
- Children’s questionnaires.
- Photo permission slips.
- Exclusion contracts.
- Special Educational Needs records.
- Consent slips for toileting/changing.
- Child observation records (used to help staff see how children are progressing and to develop programme planning).
- Child Protection Records (if a member of staff has any concerns about a child, it is their responsibility to record this and to report their concerns to social services).

The pre-school leader has the responsibility for ensuring that all staff, volunteers and trainees are familiar with the principles of confidentiality.

It is not acceptable to talk about children or families outside the pre-school and staff will always try to handle sensitive situations which may arise.

All records maintained by the pre-school are only available to pre-school staff, social services and the child’s parent/carer.
No student or trainee will be allowed access to confidential information.

Procedures

- All staff, volunteers and trainees will be advised on our Confidentiality Policy and will be expected to fully adhere to all the principles involved.
- If a member of staff, volunteer or trainee is asked to disclose information about a child, from a parent, carer or any individual, it is expected that the individual is told if they have concerns they must speak to the pre-school leader. It is very unprofessional and unethical to discuss children outside pre-school.
- Records of children will be kept for two years before being shredded.
- Accident, incident and registers will be kept indefinitely.
- Special Educational Needs will be filed for 21 years.
- Child Protection Records will be filed and will be kept indefinitely.

This policy has been adopted by the pre-school committee at a meeting on:

Date:

Signed: 

(Chairperson)