Clwb Penmorfa
Registration number: W1400002698
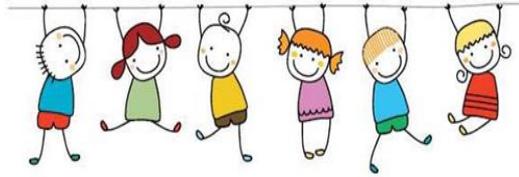
Confidentiality Policy

Created: January 2024
Review: January 2025

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CONFIDENTIALITY POLICY

Clwb Penmorfa staff within their role, will sometimes come into contact with sensitive and confidential information. All staff work within the premise that:

- Parents/carers will have access to all files pertaining to their child but not those of any other children within the setting.

- Parents/carers have access to any files and records of their children, except where this information may put the child's welfare at risk.

- Personal records pertaining to the children will be kept in a secure place, with only relevant staff and CIW inspectors having the right to view said records.

- Confidential information given by parents/carers will not be shared with other agencies or persons unless permission is given or if for a Safeguarding matter. In this instance, the Safeguarding Policy will be followed.

- Staff will not discuss individual children, other than for the purpose of planning or behaviour management and then only within the team. Children will not be discussed outside of the setting.

- Any concerns relating to individual children will only be discussed with relevant team members/ childcare supervisor and the Childcare Manager. When if deemed necessary the Safeguarding procedure will be followed.

- It is a legal requirement and duty of care for all childcare staff to contact relevant authorities if they suspect that any child within their care is suffering or at risk of potential abuse or harm and that any records we may have of your child whilst in our care may be shared with safeguarding professionals. Copies of all documentation held can be shared with yourselves at any time

Clwb Penmorfa work to ensure that all children and families are treated with respect and the well-being and safety of the children are paramount.

Amended January 2024
Review due January 2025