



Clann Aire

## **Confidentiality Policy and Procedure**

### **Policy Statement:**

**The Practitioners, Students & Board Of Directors of Clondrohid Community Crèche Pre School & After School Services is committed to keeping confidential information which they have knowledge off in relation to families and children, staff and students associated with the ECCE, Full day care & After School services. Unless there is an obligation for the common good to disclose such information or the service is legally obliged to do so.**

### **Principle:**

**This policy is underpinned by the Child Care Act 1991 (Early Years Services) Regulations 2016 and Tusla (2018) Quality and Regulatory Framework**

Parents/guardians/carers are aware of the necessity of keeping records in relation to the children, to comply with the Child Care (Childcare Services) Regulations, 2006.

These records will be kept in a locked file.

Parents are made aware that information pertaining to their child is open to inspection by an authorised person under section 53 of the Child Care Act 1991.

Information in relation to Child Protection issues/concerns will be dealt with in conjunction with our Child Protection Policy & procedures.

Parents are made aware of the fact that the principles of our confidentiality is discussed by us with all staff and students, at induction and ongoing support and supervision, and that all staff sign a confidentiality agreement in their contracts of employment.

Breaches of confidentiality are dealt with under the complaint's procedure, or under the terms of employment as appropriate. All confidential matters should be kept within the room unless relayed otherwise by management in a staff meeting. Your new communications notebook will have any relevant procedures in the back of the book. If a confidential matter is discussed outside of the people that need to know this is a breach of GDPR and depending on the breach will result in a meeting with Management.

Clondrohid Community Crèche Pre School & after School Services is aware of the principles of the Freedom of Information Act 1998, and the Data Protection Act 2002.

This policy was adopted by Clondrohid Community Crèche Pre-School & after School Services.

Signed by: Hester Mulvey on behalf of Management (Manager, Owner, Chairperson)

Date: 02/09/2024.

Review Date: September 2024