

VALE PLAY

Confidentiality Policy

Our childcare provision work with staff, children and families will sometimes bring contact with confidential information and records. All information is held securely and access will only be available to those that have a right or a professional need to see them. Information will be shared with Care Inspectorate Wales (CIW) if requested.

We are aware of our responsibilities under the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) 2018. We are ICO registered. Children's files will be kept until the child reaches 21 years old. Information will then be shredded and then burnt.

To ensure that all who use and work in our setting can do so with confidence, confidentiality will be respected in the following ways; -

- Parent/carers will have ready access to information to any files and records of their own children but will not have access to information about any other children.
- All information that has been obtained on children or staff will be kept in a secure lockable cabinet with access being limited to appropriate staff, management and relevant agencies.
- Staff should not discuss individual children, other than for purposes of curriculum planning/group management with anyone other than the parents/carers of that child **without their permission.**
- Information given by parents/carers to the supervisor/play leader/member of staff should not be passed to other adults without permission.
- Any anxieties/evidence relating to a child's personal safety should be kept in a confidential file and should not be shared except with the staff.
- Students on recognized courses (observing or on placement in the club) should be advised of our confidentiality policy and required to accept it.
- Outside Agencies should be advised of our confidentiality policy and required to accept it. Any information which is requested by an outside agency must not be given to any third party businesses and must only be used for the intention which is agreed by Kara Oakley or Kirsty Clarke.
- The safety and well-being of the child will be of paramount importance.
- Issues to do with the employment of staff whether paid or unpaid, should remain confidential to those directly involved with making personnel decisions. All discussions with staff members must remain confidential. Everything you are told, hear or read must remain private and confidential.

- Any computers used will be secure and are password protected, passwords will only be known by management.
- We request no mobile phones, tablets are brought into club and used by staff, children or parents. Only the use of club tablets, which are monitored regularly and the use of the club phone to contact parents and check club emails can be used. If a child brings a electronic device into club we will store this in a lockable cupboard until home time.
- We hold social networking accounts but children's photographs or names will never to posted.