



CONFIDENTIALITY POLICY

This document is produced for staff working with the children at Pixies, and is a point of reference for families and others visiting the setting. Within this document 'staff' refers to all persons directly involved in the care of children at this setting, irrespective of their employment status, and includes students, trainees and volunteers.

Aims

It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality early years care and education in our setting. We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children. Furthermore we intend to ensure that all confidential information pertaining to the operation of Pixies' business will be protected and remain the property of the company at all times.

Data Protection

Pixies will comply with the data protection Act 1998. Records are kept in order to provide an efficient and effective service to the families for whom we provide childcare. For the purpose of administration, it is necessary for Pixies to hold and process personal data on it's employees and clients. The data will be held for the duration of the contract between Pixies and the service user and/or any longer term as deemed necessary for Pixies to answer relevant questions as necessary.

Children's information

Please see 'What to do if you're worried a child is being abused' document. This is held in Pixies Main Policy file.

We keep two kinds of records on the children attending our setting:

1. Developmental records

- These include observations of the children in the setting, samples of their work, summary developmental reports and records of achievements.
- These are usually kept in the child's base room and can be accessed, and contributed to, by staff, the child and the child's parents.

2. Personal records

- These include registration and admission forms, signed consents, and correspondence concerning the child or family, reports or minutes from other agencies, an ongoing record of relevant contact with parents, and observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters.
- These confidential records are kept in files and are kept secure by the Proprietor or Manager in the office.
- Parents have access, in accordance with the access to records procedure, to the files and records of their own children but do not have access to information about another child.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's need. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.

Other information

Confidential information also includes:

- Any information relating to the trading position, business, services ,affairs and finances of Pixies including (but not limited to) marketing information, lists of suppliers, agents, clients or customers and their needs and requirements.
- Technical data and know-how relating to the business of Pixies or any of it's suppliers, agents, clients or customers including (but not limited to) plans, development, costs, margins, business plans and forecasts.
- Any document or item marked as confidential.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved including those making personnel decisions.

Protection of information

- Staff will agree not to use, divulge or communicate to any person, firm or organisation (except in the proper course of their duties during their employment by Pixies) any confidential information as outlined above which they may have received or obtained or has come to their knowledge while working for Pixies.
- Staff will agree to inform the Proprietor immediately upon becoming aware, or suspecting, that a third party knows or has used any of Pixies' confidential information.
- All confidential information is the property of Pixies and staff will agree to hand it and any copies over to the Company on termination of employment with Pixies, or at the request of the Proprietor at any time.
- Staff will not without the prior written consent of the Proprietor, permit any confidential information:
 1. To be disclosed, whether directly or indirectly, to any third party, except to those authorised by the Proprietor to know or as required by law.
 2. To be copied or reproduced in any form or to be commercially exploited in any way.
 3. To be used for their own purposes or for any purposes other than those of the Company or to be used or published by any other person
 4. To pass outside their control.

Last reviewed February 2015



CONFIDENTIALITY

Staff Statement of agreement

In accordance with the protection of confidential information as detailed in the Confidentiality Policy all staff are required to agree to the procedures outlined therein.

This agreement will continue to apply after the termination of employment with Pixies but will cease to apply to any information which may come into the public domain through disclosure by the Company.

The wrongful disclosure of confidential information or other breach of confidentiality is a disciplinary offence, it may amount to potential gross misconduct and could result in summary dismissal.

Nothing in this agreement shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998, provided always that the disclosure is made in accordance with the provisions of that Act.

'I have read and understood a copy of Pixies' Confidentiality Policy. I understand that it is my responsibility to act accordingly and I agree to maintain confidentiality as outlined in the policy.'

Staff name: _____

Signed: _____

Date : _____

Staff name: _____

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