

CONFIDENTIALITY

This Policy will define the philosophy controlling confidentiality of children's affairs within the setting:

1. In the course of their duties the staff at LILY'S KIDS KLUB will be privy to confidential information concerning a child's private affairs:
 - 1.1 It is a condition of employment within LILY'S KIDS KLUB that such information shall not be disclosed to any unauthorised third party without the express consent of the child's parents or guardian.
 - 1.2 Confidential information regarding a child will not be sought unless expressly in the interests of that child, i.e. to enable a better Plan of Care, Welfare and Learning to be developed.
 - 1.3 The child's parents or guardian shall be kept involved and informed at all times of the outcome of confidential discussions by the setting Staff concerning the child.
 - 1.4 Staff will always consult their immediate supervisor or manager if they are unclear with respect to any item concerning confidentiality, or when made privy to confidential information that may have legal and / or criminal connotations (e.g. if a child tries to confide that he / she has allegedly been submitted to sexual abuse by a staff member).
2. Any breaches of this Policy will be dealt with under the Disciplinary Procedure.