

# BonjourKidz Club

## Confidentiality Policy

### Definition

Confidential information is information of some sensitivity, which is not already lawfully in the public domain or readily available from another public source, and which has been shared in a relationship where the person giving the information understood it would not be shared with others

It is **Bonjour Kidz** intention to respect the privacy of all children and their parents / carers, while ensuring that they have access to high quality childcare. We aim to ensure that all parents and carers can share their information in confidence and it will only be used to enhance the welfare of their child/ren.

All records are kept in a secured, locked cupboard in line with Data Protection Act 1998 and the Human Rights Act 1998

### Procedures

Confidential information includes registration forms, signed consents, correspondence concerning the child or family, reports or minutes from any meetings

Any information either verbal or written which is given to teachers by parents/ carers will be kept confidential either to the individual teacher or if appropriate within the team. However, if the parent / carer share's this information with other parents as well as staff; the club can't be held responsible if it is shared beyond those parents whom the person has confided in.

Teachers at **Bonjour Kidz** will respect the privacy of children and their parents/ carers by:-

- Not giving out any private information without the consent of the parent/ carer unless In circumstances where teachers have good reason to believe that a child is at risk, or is likely to be at risk, of child abuse or neglect, the Safeguarding Children Policy will override confidentiality on a 'need to know' basis.
- Not Making a note Child's address without the consent of the parent
- Not sharing any information about children with the media unless the parent/ carer have consented to it.

During a fire/ fire drill all registration cards should be kept in the possession of the Coordinator

Staff failing to show due regard for confidentiality will be liable for disciplinary action

All staffing files will be kept confidential and stored in a locked cupboard, access is only for the Committee and Coordinator

Teachers will not discuss or share private details of other members of staff with any parents or carers unless consent is given by the person in question.

Our procedures for information sharing is based on the 7 golden rules as set out in Information Sharing: Guidance for Practitioners and Managers (DCSF 2008)

1. Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.
2. Be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice if you are in any doubt, without disclosing the identity of the person where possible.
4. Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.
5. Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.
6. Necessary, proportionate, relevant, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

#### Legal Framework

- Data Protection Act 1998
- Human Rights Act 1998
- Freedom of information Act 2000

#### Further guidance

- Information sharing: Guidance for Practitioners and Managers (DCSF 2008)

This policy was adopted by: <a href="#">BonjourKidz</a>	Date: 20/7/17
To be reviewed: <a href="#">20/7/18</a>	Signed: 