



## Confidentiality policy

Our work will bring us into contact with confidential information. To ensure that all those using and working at SCOOSC can do so with confidence, we will respect confidentiality in the following ways:

- i. Parents/carers may have ready access to files and records of their own children by arrangement - but not any other child.
- ii. Staff will not discuss individual children with parents other than the parents/carers of that child.
- iii. Staff will only discuss children with other agencies with prior parental permission unless the child is at risk.
- iv. Information given by parents/carers to SCOOSC staff will not be passed on to third parties without prior parental permission.
- v. Personnel issues will remain confidential to the people involved.
- vi. Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will only be shared within SCOOSC when necessary. Information will be passed on to appropriate agencies if the child's welfare is in question, following the procedures in the SCOOSC Safeguarding Children Policy.
- vii. Confidential information will be stored in the locked metal box at each setting, or in a locked filing cabinet at the Manager's house, as appropriate.

Elissa Alcazar

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