



Confidentiality Policy

Young children and families are entitled to expect that any information about health, family circumstances, children's development and behaviour shared with or observed by early childhood practitioners or helpers will be treated in the strictest confidence.

In order to implement this policy, Naíscoil na Seolta believes that strict confidentiality is essential in all matters pertaining to the Naíscoil in relation to -

People

All personal information relating to children, families, staff, volunteers, committees.

Records

All records on children and staff recruitment and selection will be kept in a secure place and will not leave the premises.

Sharing of Information

Persons with parental responsibility have access to records kept on their child's development and progress. Persons with parental responsibility are informed about child records required by Social Services and the responsibilities of the Naíscoil Leader with regard to Child Protection issues.

This policy is to be shared with existing and new staff, volunteers, parents and committee members and to be part of the induction process for new staff and committees.

Confidentiality is given the highest priority within all areas of our Naíscoil. Please refer to the whole range of Naíscoil Policy Statements.

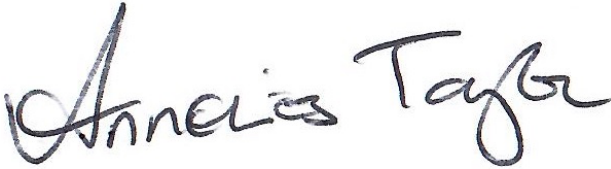
Records of children who have left the Naíscoil will be kept for 5 years, in keeping with Data Protection legislation and guidance from the Early Years Team. These records will be kept by the supervisor in a locked filing cabinet in the Naíscoil.

This policy links with the following:

Consent policy
Data Protection policy
Management of records policy
Persons with parental responsibility - access to records policy
Records policy

Monitoring and evaluation

This policy will be reviewed and monitored in line with the Naíscoil's policy review schedule.

This Policy last reviewed	Date: 29 10 2021
5/12/2022 by Andrew McCammon	
Signed: 	Position in Naíscoil na Seolta: Chair