

Brackenagh Busy Bees Confidentiality Policy

Statement

At Busy Bees Playgroup we are dedicated to keeping the personal details of each child confidential.

Aim

We aim to build a firm rapport with parents and children, and we do not spread information in unnecessary circumstances.

Good practice is vital to the smooth running of Busy Bees Playgroup, and we value the relationships we have built up with parents and the local community and understand this is due to the fact that we are a trustworthy group and ensure parents/carers can place their trust in us.

All the records we hold at Busy Bees Playgroup are kept in locked storage. Parents can ask to see the records kept on their children.

When we are disposing of records or any private details. They are shredded thoroughly.

As Staff in the group, we are dealing with a lot of private and personal details, including children's records, family financial details and police vetting. We would like to reassure parents that all details are treated in the strictest confidence.

Under NO circumstances will private information be shared outside of Busy Bees

It is a breach of the agreement we sign when we begin to work at Busy Bees Playgroup, whether in a paid or voluntary basis, to share or discuss information that is confidential. This included details of conversations between parents, carers, social services and staff. If a member of staff or volunteer is in breach of the Confidentiality Policy then it shall be taken to the Committee who will then decide the course of action to be taken.

All breach of policy is taken very seriously and may result in a Formal Warning or Termination of the job.

However, under the Children's Order (NI), if staff have any worries or concerns that a child may be '**at risk or in any danger**' then we have a duty to inform Social Services and we will not hesitate to do so.

(See Child and Adult Protection Policy)

This is always done with the best intention and putting your child FIRST