



# LINKS CHILDCARE POLICIES & PROCEDURES

## CONFIDENTIALITY POLICY

Last Review Date: April 2023

Policy No. 10

Issued: 2012

### Statement

Links Childcare is committed to keeping confidential, information to which they have access in relation to families and children, staff and volunteers, unless there is an obligation for the common good to disclose such information or if the crèche is legally obliged to do so. This policy is available to all on [www.linkschildcare.ie](http://www.linkschildcare.ie) (<https://linkschildcare.ie/about-us/our-policies/>) or contact us at [info@linkschildcare.ie](mailto:info@linkschildcare.ie).

### Procedure

- Child records are kept on file to comply with the Child Care (Childcare Services) Regulations, 2006.
- Parents will have access to records kept in the service only in relation to their own child. These records will be kept in a locked file, or a password protected computer.
- Information pertaining to the child attending the crèche or having attended the crèche is open to inspection by an authorised person under section 53 of the Child Care Act 1991.
- Information in relation to child protection issues/concerns will be dealt with in conjunction with the Child Protection Policy.
- All information regarding a concern about child abuse or neglect will be shared on a need-to-know basis in the best interest of the child. No undertakings regarding secrecy can be given and this will be made clear to children and families using the crèche.
- The provision of information to the statutory agencies for the protection of a child is not a breach of confidentiality or data protection.
- Parents and children have a right to know if personal information is being shared, unless doing so could put the child at further risk.
- Parents will always be informed if a report is being made to Tusla unless doing so would further endanger the child, impair Tusla's ability to carry out a risk assessment or put the reporter at risk of harm.
- Under the Children First Act, 2015, information shared by Tusla with a Mandated Person in course of carrying out an assessment, arising from a Mandated Report, shall not be disclosed to a third party unless Tusla has provided written authorisation to this effect.
- Parents are made aware of the fact that the principles of confidentiality are discussed by the service provider with all staff, volunteers and/or trainees, at induction and ongoing support and supervision and that all staff sign a confidentiality policy.
- Breaches of confidentiality are dealt with under the complaint's procedure, or under the terms of employment as appropriate.
- Links Childcare are aware of the principles of the Freedom of Information Act 1998, the Data Protection Act 2002 and the GDPR of 2018.
- Any information relating to a child's personal circumstances will be kept in a confidential file and will only be shared with staff on a need to know basis.
- Where we have concerns about the safety or welfare of a child, we will, as mandated, report our concerns to the relevant authority under child protection guidelines.
- All staff, volunteers, students, parents will be made aware of this confidentiality policy.

**Review:** Management, in consultation with staff, monitors and reviews the effectiveness of this policy yearly or as required.

<b>Review Dates:</b>	2013	2014	2015	2016	2017	2018	2019	January 2020	October 2020	April 2023
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