

# QUEEN'S UNIVERSITY BELFAST

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Childcare Services

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## **Confidentiality Policy**

Childcare Services at Queen's respects the right for all information given, records kept and observations made, to be treated with respect and with due attention to confidentiality.

However, the legal principle with "the welfare of the child is paramount" (Children Order NI) means that confidentiality comes second to the right of the child to be protected from harm. (See Safeguarding and Child Protection Policy).

Considerations of confidentiality should not override the right of the child to be protected from harm. In instances of an allegation or suspicion of abuse, the confidentiality policy can be waived.

### Procedures

The Childcare setting requires personal details about children in their care for the purposes of registration and health and safety reasons.

All information of children currently attending the setting will be kept securely either in the filing cabinet or electronically. At the end of each academic year, current records will be stored securely with past records of the setting. If the setting should cease to operate, all records will be destroyed confidentially.

Such information is kept in a secure place overseen by management.

The Accident and Incident file will be kept securely in the filing cabinet and will be kept in a similar manner.

Parents may have access to the records of their own children, but under no circumstances will information about another child, be shared in any way.

Childcare staff will, in the course of their duties, have access to and be entrusted with some information relating to children and their families.

Sensitive information about individual children, given by parents/carers to specific members of staff, will not be shared with other staff members unless there is a need to know.

Parents/carers are entitled to expect that any information about family circumstances, children's health, development and behaviour, shared with or observed by staff will be treated in the strictest confidence.

Any anxieties / evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the group except on a need-to-know basis.

Under no circumstances should any member of staff discuss any issues relating to individual children outside the group.

Information may be shared with Social Services and / or Department of Education in accordance with their guidance and regulation. Parental consent is to be obtained beforehand, if appropriate.

All issues pertaining to the employment of staff, whether paid or voluntary, will remain confidential to those persons who are directly involved with personnel decisions.

Records are to be retained for seven years.

**Notes:**

Queen's University Belfast Data Protection Policy

Queen's is committed to protecting the rights and privacy of individuals in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018:

<https://www.qub.ac.uk/about/Leadership-and-structure/Registrars-Office/Information-Compliance-Unit/Data-Protection/data-protection-policy/>