



Confidentiality and record-keeping Policy

It is the policy of Ballybrack/Killiney Montessori Preschool to keep confidential any information about the health and family circumstances of children, families, staff and volunteers. Knowledge or observation of children's behaviour will be treated in a strictly confidential manner, except in terms of legal obligation, i.e. child protection.

Ballybrack/Killiney Montessori Preschool respects the confidentiality of each pupil. The parent fills out a detailed form which is placed on file and all staff sign a confidentiality clause in their contract.

- Parents/guardians/carers will be made aware of the necessity of keeping records in relation to the children in order 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. The only other people who have access to these files are the members of staff and the HSE.
- Each member of staff reads the forms so as to be informed of any difficulties, allergies, medical problems etc. relevant to the children, but otherwise they remain totally confidential. If another service requests a report on a child, we comply with their request but give the report to the parents, so they would make the decision to forward it or not. If Ballybrack/Killiney Montessori Preschool receives a report about a child from another school or service, it is placed on their file.
- If a child with a specific difficulty is going to the home of a school friend, the onus is on the parent to inform the school friend's mother of the child's difficulties. We would always privately check that this had been done.
- In child protection situations, observations/records in relation to children may have to be made available to the Health Service Executive unless it would put children further at risk.
- The service provider with all staff, volunteers and/or trainees should raise the principles of confidentiality and it will be impressed upon them that it is not acceptable to discuss matters relating to the children, the staff or the service outside the setting.
- Breaches of confidentiality will be dealt with under the complaints procedure or under the terms of employment as appropriate.