

Confidentiality Policy

It is the policy of Tir na nOg 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, ie. Child Protection.

- Parents/Guardians are made aware of the necessity of keeping records in relation to their children in order for us to comply with the Child Care Regulations (2006).
- Parents/Guardians will have access to the records that are kept by the service in relation only to their own child.
- In the case of 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 (See Child Protection Policy).
- Information in relation to Child Protection issues which has been brought to the attention of one of the childcare assistants may need to be shared on a "need to know basis" to ensure the safety of the child.
- The principles of confidentiality is discussed with all staff, volunteers and/or trainees, and it is 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 are dealt with under our complaints procedure or under the terms of employment as appropriate.