



Confidentiality Policy

- ❖ All information concerning the health and family circumstances of children, families, staff and volunteers must be kept strictly confidential at all times.
- ❖ Knowledge or observation of children's development or behaviour must be treated in a strictly confidential manner, except in terms of legal obligation i.e. child protection.
- ❖ Where there are child protection issues, observations / records should be kept on an ongoing basis and information shared with social worker departments as appropriate.
- ❖ Parents must be made aware of keeping records in relation to the children in order to comply with Child Care (Pre-school Services) regulations 1996. The pre-school inspector will have access to files for inspection purposes.
- ❖ Parents will have access to the files & records of their own children on request, but will not have access to information about any other child.
- ❖ Board of Directors, staff, volunteers, committee or trainees must not discuss any matters relating to the Resource Centre outside of the Resource Centre setting (except within the context of child protection) and only with the appropriate agencies (i.e. Gardai, Social Services).
- ❖ Breaches of confidentiality will be dealt with under the complaints procedure, or under the terms of employment as appropriate, which may result in immediate dismissal.

Adopted at a meeting of Corrandulla Community Resource Centre Ltd. / Board of Directors

Date _____

Date _____

By _____
Manager

By _____
Chairperson