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Community
Legal Service



Help Point

**“Working to Empower the Community”
in Lancashire and Cumbria**

Pamela Beswick - Project Director

Also:-

Preston Office: (01772) 734888 Carnforth Office: (01524) 732807

Confidentiality Policy

The crèche work with children and families will sometimes bring us into contact with confidential information.

To ensure that all those using and working in the crèche can do so with confidence, we will respect confidentiality in the following ways:

- Parents will have ready access to the files and records of their own children but will not have access to information about any other child.
- Documents relating to children and families will be kept in a locked filing cabinet in the Community Links Office.
- Staff will not discuss individual children, other than for the purposes of curriculum planning/group management, with people other than the parents/carers of that child.
- Information given by parents/carers to the crèche supervisor will not be passed onto other adults without permission.
- Issues to do with employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- 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 with the Manager and Crèche staff where appropriate
- Registration forms, consent forms, Medicine consent forms will be the responsibility of the Crèche Manager during the session and will be contained within a confidential file which will remain with the Manager at all times.
- The Manager will be responsible for filing the documents into the locked cabinet in Community Links after each session
- Confidentiality is waived when there is an issue of Child Protection (Refer to Child Protection Procedures)

All the undertakings above are subject to the paramount commitment of Signposts, which is to the safety, and well being of the child. Please also see our policy on Child Protection.



Charity Registration Number: 1117645
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Company Limited by Guarantee: 5990592
Registered in England and Wales



Children's Fund



North Lancashire
Primary Care Trust



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