



CONFIDENTIALITY POLICY

Staff are required to treat as confidential, and therefore not to be discussed with any person outside of the organisation without prior permission, all matters pertaining to York Childcare (YC) and its nurseries and Out of School Service. This includes its organisation, staff matters, internal procedures and finance. Publicity information is not treated as confidential.

Any information regarding parents/carers and children who use the nurseries/schemes must be treated as confidential. Care must be taken to ensure that no information regarding an individual's personal circumstances, or financial status, is relayed to other persons. This includes other parents who may use the nurseries or schemes.

No Company documents, forms or files are to be copied or removed from the Company without permission.

Should staff receive a request for information from a person outside of York Childcare that could result in a breach of confidentiality, that person should be referred to the General Manager. Any media enquiries should also be referred to the General Manager.

Should circumstances require a breach of confidentiality, i.e. suspected abuse of a child, the matter must be referred to the General Manager.

Should a member of staff breach the policy on confidentiality they should immediately inform the General Manager, so that any action required may be taken. **Similarly any suspected breach of confidentiality by another staff member should be brought to the attention of their manager.** Consideration may have to be given as to whether disciplinary procedures should be instigated.

All company records for long term storage will be kept securely. A shredder will be used to destroy all records that are no longer required.

The company will ensure that it complies with the registration and regulations of the Data Protection Act.

When a member of staff leaves the employment of York Childcare, an Exit Interview will be carried out. The Confidentiality Agreement signed at the beginning of the employment will remain valid. A copy of this agreement will be kept with the employee's personal file.

In the interests of both staff and York Childcare, we require staff to inform their Manager before they engage in any activities, paid or voluntary, which might infringe on their responsibilities at work. Their Manager will be able to advise them as to whether s/he sees a potential conflict of interest.

Breaches of this policy will be treated in accordance with our disciplinary procedure.