



# Blackwood Primary School Early Learning & Childcare



## Confidentiality

**Staff must follow the following procedures, to ensure and respect the confidentiality of information held in relation to employees and all service users.**

- All staff are required to respect the confidentiality of information, which comes into their possession in respect of their employment, both in and out of the working environment.
- All staff must be aware that information shared on a formal / informal basis must be treated in strict confidence and passed to the Head of Establishment.
- The SSSC and GTCS Codes of Practice state that all staff must uphold confidentiality at all times.
- When staff receive a request for information (formal/informal) that is of a sensitive or confidential nature, they must inform the Head of Establishment who will make a decision.
- An Information Sharing Protocol must be signed by a parent/carer before information can be shared with other relevant agencies.
- All staff are required to respect the confidentiality of the children and families using the service and information should not be discussed or shared with other families e.g. if an incident occurs between two children the staff member should not refer to the other child by name when discussing with the parent/carer.
- When using Social Media all staff must ensure that SLC/GTCS guidance is adhered to. Before posting material online stop and ask yourself:
  1. Will the content reflect poorly on you, the school, SLC or the early years profession?
  2. Is your intention to post this material driven by personal or professional reasons?
  3. Are you confident that the comment or other media in question if accessed by others (colleagues, parents etc.) would be considered appropriate and reasonable?

**It is essential to value and respect the confidentiality of all information.**