



Sure Start Children's Centre



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## Confidentiality Policy

**Policy approved and adopted by:** Oak Meadow and Strawberry Meadow Children's Centres Partnership Board

**Due for review:** July 11

**Members of staff responsible for implementation and review :** Debbie Simmons, Clare Quirke, Claire Woollett

Oak Meadow and Strawberry Meadow Children's Centres have adopted the Hampshire Children's Services Information Sharing and Confidentiality Policy, May 2010 edition.

Our work with children, families and various agencies will often bring us into contact with confidential information.

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

Information given by parents/carers to the manager or members of staff will not be passed on to other adults without their permission unless there is a safeguarding issue. This is made clear in our 'Information for Centre users' signs which are displayed around the centres.

Any concerns or evidence relating to a child's safety are kept in a confidential file and will not be shared within the centre except with the Centre's designated Safeguarding Officer.

Issues to do with employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.

Members of the Partnership Board, students on placement and volunteers are advised of our Confidentiality Policy and the Hampshire Children's Services Information Sharing and Confidentiality Policy, May 2010 edition.

Training on Information Sharing/Data Protection is made available to all staff/ Partnership Board members, students and volunteers either via e-learning, taught courses or workbooks.