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CONFIDENTIALITY POLICY

Toddleswood staff work with children and their families, which may sometimes bring us into contact with confidential information.

At Toddleswood confidentiality is paramount and we will respect confidentiality in the following ways.

- Parents/carers will only have access to the files and records of their own child and will not have access to information about any other children.
- Staff will not discuss any child other than for professional purposes.
- Information given by parents/carers to the staff at Toddleswood will not be passed on to other adults without permission.
- Information will only be shared with other staff members and relevant agencies if or when necessary to ensure the safety of the child.
- Any paperwork with personal information is all securely locked away.
- Any concerns relating to a child's personal safety will be kept in a confidential file and not shared with anyone other than the appropriate officials.

Staff are instructed that they must not discuss any child attending Toddleswood verbally or through social networking sites, casually or otherwise outside of sessions to anyone during or after their employment. A breach of confidentiality could result in employees being dismissed. Legal advice/action will be sought for ex-employees who breach confidentiality.