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Confidentiality Policy & Procedure

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Policy Reviewed May 2014



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1. Confidentiality Statement

THE ORGANISATION which shall be known as Harefield Infant, Nursery and Children's Centre, believes that principles of confidentiality must be integrated across all aspects of services and management. Harefield Infant, Nursery and Children's Centre believes its users deserve the right to confidentiality to protect their interests and safeguard the services of Harefield Infant, Nursery and Children's Centre.

2. Definition of Confidentiality

Harefield Infant, Nursery and Children's Centre understands confidentiality to mean that no information regarding a child and their family shall be given directly or indirectly to any third party which is external to the nominated Staff within the organisation who have a 'need to know', without that service user's prior expressed consent to disclose such information.

The Organisation recognises that all users should be able to access Harefield Children's Centre's services in confidence and that no other person should ever know that they have used the services.

Harefield Infant, Nursery and Children's Centre recognises that information may be indirectly given out through staff informally discussing cases. All staff should ensure that no discussions relating to an individual user of the school and the Children's Centre can take place outside Harefield Children's Centre's premises, except at other premises used specifically for the work of Harefield Children's Centre.

If information is given which relates to the abuse or potential abuse of a child then Harefield Infant, Nursery and Children's Centre will be required, for the sake of the safety of the child, to disclose that information to the appropriate authorities, in accordance with the School's Child Protection Policy.

If the information given relates to the potential serious harm of another individual or individuals then a breach in confidentiality may be authorised. See section 6.

3. Case Records

It is the staff's responsibility to ensure all case records are kept secure. All case records must be locked away at the end of each working day. All information relating to the children and their families will be kept secure; this includes note books, copies of correspondence, assessment data, calculation sheets, computer records and any other sources of information.



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4. Expressed Consent to Give Information

It is the responsibility of all staff to ensure that where any action is agreed to be taken by Harefield Infant, Nursery and Children's Centre on behalf of a client, that client must firstly sign an authorisation form. This should be placed on the client's file. (For example an Interagency Agency Referral.)

5. Breaches of Confidentiality

Harefield Infant, Nursery and Children's Centre recognises that any breach of confidentiality may damage the reputation of Harefield Infant, Nursery and Children's Centre and therefore has to be treated with the most serious of approaches.

On occasions where a worker feels confidentiality should be breached the following steps must be taken:

1. The worker should raise the matter immediately with the Headteacher or Assistant Headteachers. They can refer to the Confidentiality Reporting Policy for further guidance.
2. The worker must discuss with the Head teacher or Assistant Headteachers the issues involved in the case and explain why they feel confidentiality should be breached and what would be achieved by breaching confidentiality. Written note should be taken.
3. The Headteacher or Assistant Headteachers are responsible for discussing with the worker what options are available in each set of circumstances.
4. The Headteacher or Assistant Headteachers are responsible for making a decision on whether confidentiality should be breached. Breach of confidentiality will only be authorised when individuals are at risk of real harm and that there is a possibility of preventing that harm by informing statutory authorities of the situation. Such situations would include the real possibility of harm to others, harm to self, child abuse or act of terrorism.
5. The Headteacher will ensure that any information on a child and family is protected at all times and will only be shared on a 'need to know basis'.



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As an Organisation we are aware that some actions can identify a child / family if they are the only ones involved. We recognise this and will endeavour to keep the child and family's information confidential.

6. Legislative Framework

Harefield Infant, Nursery and Children's Centre will monitor this policy to ensure it meets statutory and legal requirements including the Data Protection Act, Children's Act, Rehabilitation of Offenders Act and Prevention of Terrorism Act. Training on the policy will include these aspects.

7. Ensuring the effectiveness of the policy

All staff will receive a copy of the confidentiality policy. Existing and new workers will be introduced to the confidentiality policy via induction and training.