

Little Angels 247  
Safeguarding and Welfare Requirements  
3.68, 3.69, 3.70

### Confidentiality Policy

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Within Little Angels 247, the seriousness of respecting confidentiality is of utmost importance. Due to the nature of childcare, the information that setting managers and educators hold about children and their families is quite detailed. It is vital that everyone working within our setting respects the need for confidentiality and discretion.

This policy is in line with the Data Protection Act (DPA) 1998 and relevant sections of the Freedom of Information Act 2000.

Little Angels 247 lay down strict guidelines with regard to confidentiality. Any breaches of professional practice will be dealt with severely and may lead to dismissal.

- No information about a child or their family is shared with any member of the setting apart from the Manager and the child’s Key Person, unless agreed by the parent in advance, or the issue relates to a child protection concern where no parental agreement is required.
- No gossip about a child or their family is shared within or outside of the setting.
- Every child, parent or staff member within the setting has their privacy respected. Any infringement will be treated seriously.
- It is not acceptable to discuss any business relating to the setting with anyone.
- Rumour and gossip is cruel and anyone employed within The Setting who indulges in this unprofessional action will be disciplined.
- Where there is cause to refer to another agency due to concern about a child, especially with regard to child protection, the procedure will be carried out as per local regulations. No one outside of the ‘need to know’ circle will be given any information especially, if by so doing, this could prejudice the situation.

Review Date	Name	Position	Signature