

CONFIDENTIALITY

Naval Under Fives is a professional Organization and as such it is incumbent upon all who are involved, whether as Staff, Trustees, or Voluntary workers, to respect the privacy of both individuals and the Organization.

All Staff and Volunteers have signed a Confidentiality form which is displayed in the Setting.

Discussions regarding the Children or Setting should be held only between the relevant people and at appropriate times. Discussions with Parents/Carers should be held in private.

At no time should a Child be identified by name or physical characteristics, outside a Setting, either verbally or in written work, e.g. folder for qualifications etc.

Information regarding the Children should be kept appropriately, and care taken when displaying photos or information.

Photos and other details intended for publication must be approved by the Parent/Carer and the appropriate form signed.

Parents/Carers National Insurance Numbers and birth dates are held in settings. These details are required for the sole purpose of the Coordinators verifying parents/carers entitlement to 2-year, 3 -year and 30-hour funding.

Confidentiality is expected to be maintained during and after an individual's association with Naval Under Fives.

Any member of Staff reported to be identifying a child, Parent/Carer or member of the Naval Under Fives Organization on any Social Networking Website, e.g. Facebook, Friends Reunited, Twitter etc, which deems to be a breach of Confidentiality, unruly or encroaching into a person's work or private life, will result with the perpetrator having their employment Terminated from Naval Under Fives.

Signed _____

Dated ____/____/____

Print _____