



# HOLY TRINITY ENNISKILLEN

**Preschool policy on Confidentially/Access to Records**

**Policy approved by the Preschool Management Committee**

**Dated**

**Signed**

**Review Date**

## Holy Trinity Preschool

The preschool respect the rights of all staff, children and parents to have their information treated with confidence and to be shared only with others where appropriate and with their agreement.

However, in the case of information relating to child protection the staff/ Leader have an obligation to share any concerns with the relevant services.

Staff will follow the following procedures:

- All registration forms/records on children attending the preschool will be kept in a secure place (Locked Filing cabinet) Records of a general nature will be destroyed after the child leaves the services or where the records are updated. Some records will be passed on, with the agreement of the parents. For example, information on children in the Preschool will be passed to the primary school.

Information relating to accidents/incidents will be retained until the child's 21<sup>st</sup> birthday.

Incidents relating to staff complaints will be held until they are no longer employed. At that time a decision will be taken regarding the retention/disposal of information.

All records relating to staff, including absence will be retained confidentially and shared only with their permission and will be destroyed following their leaving post.

Staff are expected to maintain confidentiality at all times. Staff should not discuss any matters relating to the preschool outside work.

Parents have a right to any information retained regarding their children and staff will make the records available as soon as it is convenient/practical to do so. Request for access to records should be dealt with by Leader/Chairperson of the Management Committee.

.