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| **Confidentiality Policy**Our work will bring us into contact with confidential information. To ensure that all those using and working in the LALIA can do so with confidence, we will respect confidentiality in the following ways: * Parents/carers will have ready access to files and records of their own children - but not any other child.
* Staff will not discuss individual children with people other than the parents/carers of that child.
* Information given by parents/carers to LALIA staff will not be passed on to third parties unless agreed by the parent or it is a Safeguarding issue.
* Personnel issues will remain confidential to the people involved.

.* The LALIA will comply with all requirements of the Data Protection Act.
* Learning & development records, including photos and developmental records will be stored appropriately to ensure confidentiality within the LALIA playroom. These records can be accessed, and contributed to, at any time by staff or the child’s parent/carer
* Each parent/carer will have a personal file containing personal information on themself and the child, emergency contact details, medical conditions and a brief description of the child. The individual to whom the file relates upon, by requesting to a LALIA member of staff can assess this file.
* Accident & incident records will be recorded in an Accident & Incident book. Individual records relating to a child, parent/carer/staff member detailing the nature of the accident/incident pre-existing injuries, who dealt with it and the outcome. The record will include counter signatures.

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