

MONAGHAN WALDORF SCHOOL CLG

POLICY FOR MANAGING INFORMATION, SHARING CHILD PROTECTION CONCERNS & MAINTAINING PRIVACY

Introduction

Monaghan Waldorf School is committed to upholding the highest standards of confidentiality and communication in managing information, sharing child protection concerns, and maintaining privacy. This policy outlines the procedures and principles that guide our colleagues, volunteers, and community members in handling sensitive information.

Principles of confidentiality

- All personal and sensitive information must be treated with respect and stored securely.
- Information will only be shared on a need-to-know basis in accordance with legal and ethical obligations.
- Personal data shall be processed in compliance with the General Data Protection Regulation (GDPR) and Irish data protection laws.
- Confidentiality must not be used as a reason for failing to report child protection concerns.

Managing information

- Records containing personal details of children, families, and colleagues are stored securely and only accessible to authorised personnel.
- Written consent is sought from parents/guardians before sharing non-essential information.
- Confidential records, including child protection concerns, are kept separately from general school files with restricted access.

Communication and information sharing

- All concerns related to the safety and welfare of children must be reported to the Designated Liaison Person (DLP) following the Children First: National Guidance.
- The school's Relevant Person ensures compliance with the Child Safeguarding Statement.
- Any reports of suspected abuse or neglect will be documented securely and shared with Tusla or relevant authorities as required by law.

Child protection concerns

- All concerns related to the safety and welfare of children must be reported to the Designated Liaison Person (DLP) following the Children First: National Guidance.
- The school's Relevant Person ensures compliance with the Child Safeguarding Statement.
- Any reports of suspected abuse or neglect will be documented securely and shared with Tusla or relevant authorities as required by law.

Maintaining privacy

- The school respects the privacy of all individuals and ensures that personal information is not disclosed unnecessarily.
- Parents/guardians and colleagues have the right to request access to their personal records under GDPR regulations.
- Photographs or recordings of children shall only be taken and shared with explicit parental consent and used strictly for educational or promotional purposes.

Colleagues responsibilities

- All colleagues and volunteers must sign a confidentiality agreement upon joining the school.
- Training on confidentiality, data protection, and child safeguarding will be provided to ensure compliance.
- Failure to adhere to this policy may result in disciplinary action.

Review & updates

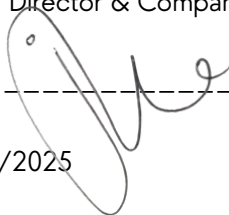
- This policy will be reviewed annually or as required to ensure it remains aligned with legal requirements and best practices.
- For any concerns or queries regarding confidentiality and communication, please contact the Designated Liaison Person (DLP) or the school administration at info@monaghanwaldorfschool.ie.

This policy was adopted by Monaghan Waldorf School CLG on this 15th day of February 2025.

Persons responsible: Jamie Macleod-Elliott

Designation: Director & Company Secretary

Signature: _____



Date: 15/02/2025

Version: 001