

# CONFIDENTIALITY POLICY

## Statement of Intent

It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality playgroup care and education.

## Aim

We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

## Methods

To ensure that all those using - and working in - the playgroup can do so with confidence, we respect confidentiality in the following ways.

- Parents will have ready access to the files and records of their own children but will not have access to information about any other child.
- Staff will not discuss individual children, other than for purposes of curriculum planning/group management, with people other than the parents/carers of the child.
- Any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a "need-to-know" basis.
- Information given by parents/carers to the Playgroup leader or key worker will not be passed on to other adults without permission.
- Issues to do with employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- Students on Pre-School Learning Alliance or other recognised courses observing in the Playgroup will be advised of our confidentiality policy and required to respect it.

All the undertakings above are subjected to the paramount commitment of the Playgroup which is to the safety and well being of the child.

Please see also our policy on child protection.

*This policy was adopted at a meeting of the Playgroup held on 3rd April 2006*

*Reviewed 12<sup>th</sup> November 2009*

*Signed on behalf of the Playgroup Committee*