



Milborne Ladybirds Playgroup

CONFIDENTIALITY POLICY

The Preschools work with children and families will sometimes bring it into contact with confidential information. To ensure that all those using and working in the Preschool can do so with confidence, we will 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 any 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 that child and any specific arrangements made for special needs children will not be discussed outside the group.
- Information given by parents or carers to the Supervisor or member of Staff will not be passed on to other adults without permission.
- Issues to do with the employment of Staff whether paid or voluntary will remain confidential to the people directly involved with making personnel decisions.
- Any anxieties / evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the group except with the child's Supervisor and the chairperson.
- If a discussion is needed at Committee level the child will not be named.
- Students on a recognized course observing in the Preschool will be advised of our confidentiality policy and required to respect it.
- A signed declaration is taken from all Preschool personnel regarding implementation of policies with special regard to confidentiality.

All the undertakings above are subject to the paramount commitment of the Preschool, which is to the safety and well being of the child.

Reviewing the Policy

The Confidentiality Policy will be kept under review and will be reviewed annually
The Policy was last reviewed and agreed at the Management Committee Meeting on 15th March 2011