



Milborne Ladybirds Playgroup

CONFIDENTIALITY POLICY

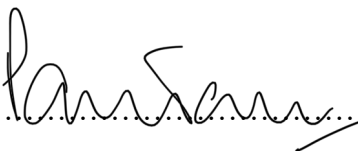
The Preschool works with children and families and will sometimes come into contact with confidential information. Ladybirds acts in accordance with the Data Protection Act 1998, General Data Protection Regulation 2018 and Freedom of Information act 2000.

- 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. Confidential information will be held securely and be only accessible to those who have the right or need to see it.
- 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 Leader 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 Leader and the Chairperson.
- If a discussion is needed at Committee level the child will not be named.
- Students on a recognised course observing in the Preschool will be advised of our confidentiality policy and required to respect it.
- If a parent/carer wishes to speak in confidence to a member of staff a separate room and time can be arranged.

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 25 August 2020

Signed  Chairperson