

Clutton Playgroup

CONFIDENTIALITY POLICY

The Playgroup's work with children and families will sometimes bring us into contact with confidential information. To ensure that all those using and working in the Playgroup 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 information about any other child.
- Staff will not discuss individual children, other than for the purposes of curriculum planning / group management, with people other than the parents/carers of that child.
- Information given by parents/carers to the Playgroup leaders or helpers will not be passed on to other adults without permission (except in the case of a child protection issue).
- Issues to do with the employment of staff, whether paid or unpaid, 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 key workers, Playgroup leaders and Chair of group
- Students on courses at the Playgroup will be advised of our confidentiality policy and be required to respect it.

All the undertakings above are subject to the paramount commitment of the Playgroup which is to the safety and well being of the child. Please also see our policy on child protection.

This policy was reviewed and adopted at the Committee meeting held on

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Signed Date

Chair of Clutton Playgroup