

1.6 Confidentiality

Confidentiality Policy for Staff Volunteers, Students and Committee members

The pre-school works with children & families and this will often bring us into contact with confidential information.

To ensure that all those using & working in the pre-school can do so with confidence, we will respect confidentiality in the following ways:

- Staff, volunteers and committee members will not discuss individual children, other than for the purposes of curriculum planning/group management, with people other than the parents/carers/keyworkers of that child.
- Information given by parents/carers will not be passed on to other adults without permission.
- 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 & will not be shared within the group except with the child's keyworker/pre-school leader and the chairperson.
- Students on recognised qualifications & training, when they are observing in the pre-school, will be advised of our confidentiality policy & required to respect it.

All the undertakings above are subject to the paramount commitment of the pre-school, which is to the safety & well-being of the child. Please see also our policy on Safeguarding Children at 1.4.

I,, have read the above and understand that I will not disclose any information I have learned about the children, their families, the staff or committee of the Pre-School. I also understand that if I do disclose any details, I will be seen as liable and that this will be seen as an offence.

Signed;.....

Role:.....

Date;.....