



Confidentiality Policy and Procedure

Policy statement

It is our intention to respect the privacy of children and their parents/guardians while ensuring that they access high quality pre-school care and education. Whilst we need to keep records on all children we ensure these are kept within our legal parameters and according to data protection.

Procedures

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

Methods:

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

- Parents/guardians have ready access to the files and records of their own children but do not have access to information about any other child.
- Staff will not discuss personal information given by parents/guardians with other members of staff, except where it effects planning for the child's needs. Staff induction includes an awareness of confidentiality in the roles of the key person.
- Any concerns/evidence relating to a child's personal safety is kept in a secure, confidential file and is only shared with appropriate people on a need to know basis.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students on Pre-school Learning Alliance placement or other recognised qualifications and training are made fully aware of the playgroup's policy and are required to respect it.
- All the undertakings above are subject to the paramount commitment of playgroup, which is to the safety and well-being of the child/children.

Legislation:

Playgroup is committed to working in accordance with Data Protection Act 1998 and Freedom of Information Act 2000.

Personal information is collected with consent from parents/guardians with explanation of the purpose for this information. The individual can demand correction of inaccurate information which is also obtained by regular up-to-date-information questionnaire for parents/guardians.

All files are passed on to school or the parent once the child leaves playgroup. A parent/guardian can request their own child's personal file by asking for this in writing.

Useful websites:

- www.safeguardingchildren.co.uk
- www.everychildmatters.gov.uk
- www.ofsted.gov.uk
- www.dh.gov.uk

Legal framework/Links to other policies

Safeguarding Children Policy
Complains and compliments Policy

This policy was adopted by

Carlton Playgroup Ltd

(name of provider)

On

(date)

Date to be reviewed

(date)

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or owner)
