



Confidentiality Policy

The playgroup work with children and families and 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/carers will have access to files and records of their own children, but not to 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 unless it is in the interest of the child (see Child Protection Policy).
- Information given by parents/carers to the playgroup leader or key person will not be passed onto other adults without permission. Unless in the interest of the child.
- Parental permission will be sought before any discussions with external agencies, unless a child is in immediate danger (see Child Protection Policy).
- 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 key person, playgroup leader and the chairperson, unless it is in the interest of the staff to know.
- A copy of each child's Summative Assessment (this is a best fit age and stage developmental assessment) will be passed on to your child's school or if your child is not within the catchment area this will be given to you to give to their school. Your child's on-line Learning Journal (Tapestry) will be made available for you at the relevant time.
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- Students on recognised courses observing in the playgroup, will be advised of our Confidentiality Policy and will be required to respect it.
- Playgroup committee members will not discuss individual children or confidential matters concerning the children or their families, other than for the purpose of managing that child's attendance at the playgroup e.g. personal details for admissions, financing arrangements etc with anyone else. The exception is in the interest of child safety (see Child Protection Policy).
- At Maidenbower Pre-school Playgroup's Annual General Meeting (AGM) each member, whether new or existing, will sign the sheet (see

Appendix A) confirming their agreement to following the Confidentiality Policy. Any member found to be in breach of this will be removed from the committee and further action may be taken.

- Facebook, Twitter, other social networking sites or personal blogs are all a public form of communication. In their non-work time, staff, students, those on work placements, playgroup committee and helpers/volunteers are responsible for making sure they do not post anything on line that breaches confidentiality about children, families, colleagues that could damage them personally or the reputation of Maidenbower Pre-school Playgroup.

The undertakings above are subject to the paramount commitment of the playgroup, which is the safety and wellbeing of the child (see Child Protection Policy).