



ST GEORGE'S PRE-SCHOOL HINTON ST GEORGE

Website: <http://saintgeorgespreschool.co.uk>

Confidentiality Policy

Policy

The aim of this childcare setting is to promote an environment of respect with reference to confidential information relating to the children, families or group users and the groups business.

Procedure

Committee Members will be reminded that: -

- During their term in office as a committee member, they may be party to confidential information concerning the children, families or group users, and the group's financial business. Any information which is received as a result of their position as a committee member must remain confidential to them.
- Confidential issues must not be discussed with parents, or any other individual not connected with the organisation.
- During and after their term of office, they must not disclose or allow the disclosure of any confidential information (except in the proper course of their membership of the committee)

Staff, volunteers and students

- A confidentiality section should be included in all staff employment contracts
- A confidentiality poster may be displayed on the notice board
- Staff, volunteers and students are given details about issues of confidentiality during their staff induction.

Parents and Carers

- Parents will have access to files and records of their own children
- Information given by Parents / carers to the supervisor will not be passed on to others without permission

Information sharing

Please note that it may be necessary in certain circumstances to share information with other agencies eg. Local Safeguarding Children Board (LSCB) or the police. This would particularly apply to any safeguarding or welfare of child issues. Parents / Carers will always be informed unless it is believed this would place the child at risk of significant harm.

Parents / Carers need to be aware that the Local Authority Guidance on Safeguarding and Welfare of children states that under certain circumstances it may be necessary to share information with other agencies to ensure the safety and well being of the child.

This Policy was updated and re-adopted by the committee members of St George's Pre-school on 27th April 2010

Helen Harding (Chair)

Gilly Jaffé (Secretary).....

Charity Commission No: 1046014

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