

## **Confidentiality Policy**

### **Principle**

Our work within Rainbow Stop Playgroup will bring us into contact with confidential information. It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality care. "Young children and families are entitled to expect that any information about health, family circumstances, children's development and behaviour shared with or observed by Early Years practitioners or helpers will be treated in the strictest confidence" (Early Years, 1996)

### **Policy**

To ensure that all those working and volunteering in Rainbow Stop Playgroup can do so with confidence, through the use of the confidentiality policy.

### **Procedure**

At Rainbow Stop Playgroup we expect management teams, committee members, staff and volunteers to respect the confidentiality policy in the following ways:

- Parents/carers will have ready access to files and records of their own child – but not that of any other child.
- Staff will not discuss individual children with people other than the parents/carer of that child.
- Information given by parents/carers to members of staff will not be passed on to third parties unless relevant and permission has been sought, such as SALT, Educational Psychologist, and Social Services.
- Personal issues will remain confidential to the people involved.
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the setting except for the child's key worker, Leader and/or Child Protection officer.
- All information regarding children and their families will be kept in a safe place in the office.
- When not in use the information will be locked away securely in the filing cabinet with access only with permission from the Leader.
- Staff, Volunteers and parents including those on the committee will sign to say they have read our confidentiality policy and understand their role in this.
- Any information held by the Playgroup is held in accordance with General Data Protection Regulations (2018).
- Staff, Volunteers and Committee members will not discuss Playgroup information including those of any children outside of the group (during session times or committee meetings).

All of the above are subject to the paramount commitment of the playgroup which is the safety and wellbeing of the child.

Any breach of confidentiality by any member of staff or committee member will lead to disciplinary action.

**Signed:**

**Position:**

**Date:**