



# St. Mary's Playgroup

## Confidentiality Policy

### **Statement of Intent**

St. Mary's Playgroup is committed to respecting the privacy of children and their parents and carers, while ensuring that they access high quality early years care and education in the setting.

We follow GDPR guidelines as set out by the government.

### **Aim**

To ensure that all parents and carers share their information in the confidence that it will only be used to enhance the welfare of their children.

### **Records**

We hold two kinds of records on children attending our setting:

1. Developmental records
  - These include observations of children in the setting, samples of their work, developmental summary reports and records of achievement.
  - These are kept in the Playgroup room in a lockable filing cabinet and can be assessed and contributed to by all staff working in the setting.
2. Personal records
  - These contain confidential information and include:
    - Registration and admission forms
    - Signed consent forms
    - Correspondence concerning the child or family
    - Reports or minutes from meetings concerning the child from other agencies
    - Ongoing records of relevant contact with parents
    - Observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters.
  - These confidential records are stored in a lockable filing cabinet and are kept secure by the manager and deputy manager.

### **Confidentiality**

The manager, staff, volunteers and any other individual associated with the running or management of the Playgroup will respect confidentiality by:

- Not discussing confidential matters about children with other parents/carers.
- Not discussing confidential matters about parents/carers with children or other parents/carers.
- Not discussing confidential information about other staff members.
- Only passing sensitive information, in written or oral form, to relevant people.
- Giving parents access to the files and records of their own children, but not to information about any other child.

Sometimes there may be paperwork that a parent does not have the right to see. These are normally Child Protection Records. If any parents wish to see any information about their child, they should discuss this with the Playgroup Manager Lorraine Mold and Sharon Stacey.



Under no circumstances should staff provide any information about children to any branch of the media. All media enquiries should be passed in the first instance to the Manager.

In circumstances where staff have good reason to believe that a child is at risk, or is likely to be at risk, of child abuse or neglect, the Child Protection and Safeguarding Policy will override confidentiality on a 'need to know' basis.

Staff failing to show due regard for confidentiality will be liable to disciplinary action.

### **Staffing**

Staff have a right to privacy, as do children and their parents/carers. Personal details should not be discussed except in exceptional circumstances e.g. safeguarding.

Issues to do with the employment of staff (paid or unpaid) remain confidential to the people directly involved in making personnel decisions.

Students on placement working toward a qualification at the setting are made aware of our confidentiality policy and are required to follow it.