



Ferring Funtime Community Pre-school

2.5 - STAFF & COMMITTEE CONFIDENTIALITY

Statement of Intention

It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality pre-school care and education.

Aim

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

Methods

To ensure that all those using – and working in the pre-school can do so with confidence, we respect this confidentiality in the following ways:

- At no time will a staff or Committee member be permitted to discuss any member of the Group (staff, committee member or child) with anyone else outside the Group (excluding professionals and/or other external authorities as appropriate and in accordance with other relevant policies).
- Staff & Committee members will not discuss personal information given by parents/carers with other members of staff or committee, except where it affects planning for the child's needs.
- Detailed information relating to issues regarding individual children/staff will only be disclosed on a "need to know" basis for the purposes of:
 1. Ensuring policies and procedures are being correctly adhered to.
 2. Ensuring children/staff are receiving the appropriate levels of support.
 3. Decision making.
- Issues relating to the employment of staff or use of bank staff, remain confidential to the individual member of bank/staff, his/her manager and the Committee directly involved in making personnel decisions.
- Confidential details of issues regarding members of the Group (staff, committee member or child) which are needed to support the meeting minutes will be included as an Appendix and only attached to the signed file copy of the minutes.
- Personal information about children, families and staff is kept securely in a lockable file, whilst remaining as accessible as possible.
- Any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a "need to know" basis.
- To maintain the highest level of security within Pre-school, the gate access code and any other information relating to security must not be divulged to anyone (including staff & other committee members). Such information will only be passed on by the Managing Supervisor or Chair of the Committee and in controlled circumstances.

- Staff and Committee induction includes an awareness of the importance of confidentiality in the role of the key person. Staff and Committee will be asked to sign a confidentiality agreement.
- Students on Pre-school Learning Alliances or other recognized qualifications and training, when they are observing in the pre-school, are advised of our confidentiality policy and required to respect and sign it.
- Any breach of confidentiality will be dealt with by the Committee and may result in Disciplinary procedures or an enforced resignation.

All the undertakings above are subject to the paramount commitment of the Pre-school, which is to the safety and well-being of the child. Please also refer to our policy on child protection.

This policy was updated and adopted on..... *November 2020*.....

To be reviewed by *November 2021*.....

Signed on behalf of the pre-school *STWades* **Chair**
 *S.Cooper* **Manager**

I have read and understood the Confidentiality Policy and agree to the above terms particularly with regard to security within preschool.

Name:

Role:

Signature:

Date: