

CONFIDENTIALITY POLICY

Statement of intent

It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high-quality playgroup 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 playgroup can do so with confidence, we respect confidentiality in the following ways:

- Parents have ready access to the files and records of their own children but do not have access to information about any other child.
- Photography or video footage that is taken during sponsored events, fun days or Christmas concerts, must only be used for parents' personal use. Footage of any child other than their own **must not** be put on any social media networking sites. However, posting images on our closed Facebook group will be permitted, subject to approval by admin.
- This excludes any social networking sites, such as Facebook or Twitter.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key worker
- 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.
- Staff will not keep information confidential if it relates to child protection/safeguarding issues.
- Personal information about children, families and staff is kept securely in a lockable cupboard whilst remaining as accessible as possible during session time.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.

- Students undertaking recognised qualifications and training, when observing in the playgroup, are advised of our confidentiality policy and required to respect it.
- It is Jellytots policy NOT to disclose any private telephone numbers, unless we have been authorised to do so.
- Regarding Committee and Fundraiser members, the people concerned will give us verbal permission to either forward on/or display their personal telephone numbers.
- Anyone working within the setting is required to sign a confidentiality agreement. This would include Committee members, Students and Parent helpers.
- If parents have ticked the 'Willing to serve on the committee' or 'Fundraising' boxes, then your personal home numbers will be forwarded to the relevant people in the setting.

All the undertakings above are subject to the paramount commitment of the playgroup, which is to the safety and well-being of the child.

Please see also our policy on child protection.

Policy Re-adopted 9th October 2024 – R Cockbill Chairperson