

Confidentiality Policy

Our confidentiality Policy runs alongside our Data Protection Policy.

Belton Playgroup's work with children and families will sometimes bring us into contact with confidential information. To ensure that all those using and working in the Playgroup can do so with confidence, we will respect confidentiality in the following ways:

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

1. Developmental records - Learning Journeys and Profiles

- These include observations of children in the setting, samples of their work, summary developmental reports and photos.
- They are usually kept in a box and can be seen and contributed to by parents at any time.

2. Personal records

- These include registration and admission forms, signed consents, and correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, an ongoing record of relevant contact with parents, and 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 cabinet and are kept secure by the person in charge.
- Records kept on the Playgroup laptop are protected by Folder Lock and any back up files stored on an external hard drive will be locked away when not being used.
- Parents have access, in accordance with the access to records procedure, to the files and records of their own children but do not have access to information about any other child.

- 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 person.

Other records

- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students on courses observing in the Playgroup will be advised of our confidentiality policy and are required to respect it and sign the staff handbook slip.

Staff will not discuss individual children other than for the purposes of EYFS planning/group management with people other than staff or parents/carers of that child. Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the group except with the child's key person/Playgroup leader and chairperson.

If a child is identified as a child in need (section 17 of the Children Act 1989) we will normally with the parent's permission, give appropriate information to referring agencies.

All the undertakings above are subject to the paramount commitment of the setting, which is to the safety and well-being of the child. Please see also our policy on Safeguarding children.

Confidentiality with regard to committee members, parents, staff, students and volunteers

It is expected that everyone connected to the playgroup will have regard to the confidentiality of information attaining to the children and families connected to the group.

Parents sign to say they have read the policies of the group and will adhere to them.

Committee members sign a confidentiality agreement when joining the committee which ensures anything, they are involved with in their role on the committee is kept to themselves

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and not discussed outside the committee. This agreement also includes social media confidentiality (see Social Networking Policy).

This policy was adopted at a meeting of Belton Playgroup Association:

Held on: 26th April 2023

Signed on behalf of committee: 

Name and role of signatory: Emma Wood, Chair of committee

Review date: April 2024