

PETER PAN PLAYGROUP

CONFIDENTIALITY POLICY AND PROCEDURES.

Working 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;

- Parents will have ready access to the files and records of their own children, but will not have access to information about any other child.
- Staff will not discuss individual children, other than for the purposes of curriculum planning/group management, with people other than the parent/carer of that child
- Information given by parents/carer to the supervisor, key worker, or other member of staff, will not be passed on to other adults without permission
- Issues to do with employment of staff, whether paid or voluntary, will remain confidential to the people directly involved with making personnel decisions.
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the playgroup except with the child's keyworker/supervisor and the chairperson
- Students participating in training and undertaking observation/practical tasks with children will be made aware of our confidentiality policy and required to respect it.
- Where individual children are being observed by students for case studies, as part of their course work, direct permission will be sought from parents, particularly when background/family details will be part of the case study.