

CONFIDENTIALITY POLICY

The Playgroup's work with children will sometimes bring us into contact with confidential information.

To ensure that all those using and working in Playgroup can do so with confidence, we will respect confidentiality in the following ways:

1. Parents/carers will have ready access to the files and records of their own children, but will not have access to information about any other child.
2. Staff will not discuss individual children (other than for the purposes of curriculum planning / group management) with people other than parents/carers / carers of that child.
3. Information given to the Playleader or assistants by parents/carers will not be passed on to other adults without permission.
4. Issues relating to the employment of staff, whether paid or unpaid, will remain confidential to the committee members directly involved in making such decisions.
5. Any anxieties 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 Playleader and social work department and the chairperson.
6. Parent helpers will be advised of our confidentiality policy and required to respect it.

All the undertakings above are subject to the firm commitment of Torphins Playgroup, which is to the safety and well being of the child i.e. the child comes first.

Torphins Playgroup is registered under the Data Protection Act 1998 No: Z8691399