



## **Confidentiality Policy**

Our work with children and families will sometimes bring us into contact with confidential information.

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

- ◆ Staff will not discuss individual children with people other than the parents of that child.
- ◆ Information given by parents/carers to the Manager or worker will not be passed on to other adults without permission.
- ◆ Information/preschool records may be shared with other schools, clubs or preschool as necessary.
- ◆ Information with regards to medical conditions will be passed on as a need to know basis.
- ◆ Issues to do with employment of staff, whether paid or unpaid, will remain confidential to the Company directors.
- ◆ 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 pre-school assistant/playworker/co-ordinator/manager working on that occasion.
- ◆ Students working towards recognised playworker qualifications and training within the club will be advised of our confidentiality policy and will be required to respect it.

All the undertakings above are subject to the paramount commitment of the club, which is to the safety and wellbeing of the child. Please see also our policy on Child Protection.