



CONFIDENTIALITY POLICY

Footprints Pre-school playgroup's work will sometimes bring us into contact with confidential information.

To ensure that all those using and working in Footprints can do so with confidence, we will respect confidentiality in the following way.

- 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 purposes of curriculum planning/group management, with people other than parents/carers of that child.
- Information given by parents/carers to the pre-school leaders or key person will not be passed to other adults without permission.
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved when making personnel decisions.
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will only be shared with the staff. (see Safeguarding Children policy)
- Students on Pre-school Learning Alliance or other recognized qualifications and training, when they are observing in Footprints will be advised of our confidentiality policy and required to respect it.
- Confidential issues discussed during committee meetings will be kept confidential by those members and will not be discussed outside the setting.
- Parents will be strongly advised not to post images of any children other than their own on social media and to keep their privacy settings at the most confidential.

Date reviewed.....9th June 2014

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