

Confidentiality Policy and Procedure

Definition of Confidentiality

Information or data which could cause harm to someone, or the setting, if made publicly available or disclosed to someone who is not authorized to access the information or data.

Policy

The aim of this Pre-School is to promote an environment of respect with reference to confidential information relating to the children, families or user groups and the group's business.

Procedure

Staff, volunteers and students:

- A confidentiality section is included in all staff contracts.
- Staff, volunteers and students are given details about issues of confidentiality during their staff induction, and are given a confidentiality agreement to sign.

Parents and carers:

- Parents will have access to files and records of their own children.
- Information given by Parents/Carers to the Supervisor or the child's key worker will not be passed on to others without permission.

Committee members:

At Mount Scar Cygnets Pre-School, the Management Committee (Charity Trustees), are responsible for the overall management of the setting and in doing so, meeting the early education needs of children in this area.

- During their term in office as a committee member, they must be party to confidential information concerning the children, families or group users, and the group's financial business. Examples of this might be; information on salaries or finance, personal information of individuals/families, child protection or a disciplinary procedure. There are some situations where disclosure of confidential information will be a breach of the Data Protection Act and members need to recognise the seriousness of such actions. Any information which is received as a result of their position as a committee member must remain confidential to them.
- We understand our roles and responsibilities in respect of the children, staff and families who attend or are members of the setting and recognise that we are entrusted with information, often of a confidential and/or sensitive nature.
- We also recognise that the maintenance of confidentiality, while important at all times, may be particularly important in a small community and we are aware of our responsibilities in

this context. As such, confidential issues must not be discussed with parents or any other individual not connected with the organisation.

- During their term of office, they must not disclose or allow the disclosure of any confidential information (except in the proper course of their membership of the committee).
- It is essential that we respect the information we are party to and understand that we must consent to keep all matters relating to the management of the setting confidential, unless otherwise agreed by the committee that it is in the best interests of the Pre-School to do otherwise. If this is decided it must be done so by a quorate committee and minuted.
- In the event of a breach of confidentiality the committee will need to adhere to the constitutional rules of their governing document in considering how the breach affects the individual's ability to continue as a committee member and the relevant course of action to take.

Signed..........Chairperson

Useful support agencies:

Advisory, Conciliation and Arbitary Service (ACAS)
Tel: 08457 47 47 47
www.acas.org.uk

Commission for Racial Equality
Tel: 020 7939 0000
www.cre.gov.uk

Criminal Records Bureau
Tel: 0870 9090 811
www.crb.gov.uk

Disability Rights Commission
Tel: 08457 622 633
www.drc-gb.org

Information Commissioner's Office
Tel: 01625 545 745
www.informationcommissioner.gov.uk

Early Years Alliance
Tel: 020 76972595
eyalliance.org.uk