

# Hillside Pre-School and Early Learning Group

## Policies and Procedures

### **Confidentiality Policy**

The aim of this childcare setting is to promote an environment of respect with reference to confidential information relating to the children, families or group users and the groups business.

#### **Procedure**

##### **Committee Members will be reminded that:-**

- ⌚ During their term in office as a committee member, they may be party to confidential information concerning the children, families or group users, and the group's financial business. Any information, which is received as a result of their position as a committee member, must remain confidential to them.
- ⌚ Confidential issues must not be discussed with parents, or any other individual not connected with the organisation.
- ⌚ During and after 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).
- ⌚ During and after their term of office they should act responsibly when using social networking sites, not discussing the pre-school, its children or business.

##### **Staff, volunteers and students**

- ⌚ A confidentiality section should be included in all staff employment contracts
- ⌚ A Confidentiality poster is displayed on the notice boards
- ⌚ Staff, volunteers and students are given details about issues of confidentiality during their staff induction. They are also reminded that they should not discuss the pre-school, its staff or children on social networking sites, and act responsibly when downloading photographs.
- ⌚ Staff are reminded that parents/carers should not be accepted as 'friends' on networking sites throughout the parents/carers time at Pre-school. However, if a new parent/carer joins the setting, and is already a 'friend' of a member of staff on a networking site, the Manager will be notified.

##### **Parents and Carers**

- ⌚ Parents will have access to files and records of their own children. Information given by Parents/carers will be passed on to staff on a 'need to know' basis only, to ensure high quality of care for each child.