

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.