

Poppet's Pre-School

Confidentiality Policy

- An employee/volunteer of Poppet's Pre-school will, in the course of his/her duties, have access to personal information relating to children and families and/or other members of staff.
- It is expected that all staff/volunteers understand the importance of treating information in a discreet and confidential manner.
- Written records and correspondence must be kept secure at all times when not in use by staff.
- Any information about children and families must not be disclosed without the permission of the Manager and must not be disclosed without the agreement of the person concerned, unless Child Protection issues are involved.
- Medical information held on file may be made available to the General Medical Practitioner or Hospital Doctor in the case of an emergency.
- If telephone requests are made for information, the recipient should take the name, telephone number and agency and make a return call with such information as may be given, subject to this or any other relevant procedural note.
- Written material about children and families should be maintained for 3 years and then should be shredded before disposal.
- If staff talk to parents about any causes for concern, e.g. unsociable behaviour, this should be done out of hearing of the child(ren) in question, other children and their parents/carers.
- Any breach of confidentiality could have serious consequences for the person concerned.
- This subject must be brought to the attention of all staff/volunteers on appointment and all staff/volunteers must sign the pre-schools confidentiality form.

This policy was adopted on: (date)

Signed on behalf of the pre-school: (owner)

Date for review: August 2015 (annually)