

Confidentiality Policy

The playgroup's work with children and families will sometimes bring us into contact with confidential information:

To ensure that all those using and working in playgroup can do so with confidence we will respect confidentiality in the following ways:

- Parents will have access to the files and records of their own child but 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 the parents/carers of that child.
- Information given by parents/carers to the playgroup leader or keyworker will not be passed on to other adults without permission.
- Issues to do with employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making decisions.
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the group except with the child's key worker/playgroup leader and the chair of the group.
- Students on placement, courses or observing in the playgroup will be advised of our confidentiality policy and are required to respect it.

All the undertaking above is subject to the paramount commitment of the playschool which is to the safety and wellbeing of the child.

Bunnahone Bunnies Cross Community Playgroup will take every step to build up trusting and supportive relationships between families and staff. Where abuse is suspected in the home, the playgroup will continue to welcome the child and family while investigations proceed.

At all times, the interest of the child will be paramount, and we will work in conjunction with the Child Protection Order 1995.

Any parent who has any concerns about a member of staff can either speak to the Leader or the chairperson of the group whose name is displayed on the notice board. If this is not satisfactory, they should contact Linda Long, the Social Worker for this group.