



Confidentiality Policy

Policy

The aim of The Little Pennies Pre-School 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

Trustees will be reminded that:

During their term in office as a Trustee, 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 Trustee must remain confidential to them.

Confidential issues must not be discussed with parents, or any other individual not connected with The Little Pennies Pre-School.

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 Board)

Staff, volunteers and students

A confidentiality section should be included in all staff employment contracts

A confidentiality poster may be displayed on the notice board

Staff, volunteers and students are given details about issues of confidentiality during their staff induction.

Parents and Carers

Parents will have access to files and records of their own children

Information given by Parents/carers to the Manager will not be passed on to others without permission

This policy was adopted at a meeting of Trustees on

and was checked and re-affirmed on

Signed on behalf of The Little Pennies Pre-School

..... (Chairperson)

