

5. CONFIDENTIALITY POLICY

Royston Playgroup deal with many different children, families, staff, students, outside agencies and authorities, indicating personal information will have to be known. This is dealt with in the strictest of confidence and only the people that need to know the information will be told. All detailed information is kept locked away and in a secure area. All staff are committed to a contract that upholds strict confidentiality procedures regarding all children and other adults. Issues to do with staff will remain confidential to the people directly involved with making personnel decisions.

Please feel free to talk to the Playleader if there are any problems, queries or if any other information is required.

Observations of the children, that are required by the Foundation Stage curriculum, are made and shared with the parents / carers, and from feedback we are able to ensure that the child's needs are catered for. We operate a keyworker system for all our children at Royston Playgroup so we are able to follow their individual needs to prepare them for School or Nursery and can indicate if there are any problems. These are shared with the parents. All children are observed and monitored so that we can guide them on their way at their own pace. If we have students that are following learning programs where observations are part of their course plan, prior permission will be sought from the parent / carer. The playgroup's confidentiality policy will be upheld. This policy is automatically linked with the Safeguarding Children Policy.

PLAYLEADER SIGNATURE.....

DATED.....

COMMITTEE SIGNATURE.....

DATED.....

X ref with the following policies

Safeguarding policy

Mental health policy

Domestic violence policy