



# Broughton Primary's Play Buddies Club

## Confidentiality Policy

The group's work with children and families will sometimes bring staff into contact with confidential information.

To ensure that all who use and work in the group can do so with confidence, confidentiality will be respected in the following ways:

- Parents/carers will have ready access to any files and records of their own children but will not have access to information about any other children.
- Staff will not discuss individual children, other than for purposes of curriculum planning/group management with anyone other than the parents/carers of that child without their permission.
- Information given by parents/carers to the supervisor/playleader/ member of staff will not be passed to other adults without permission.
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will only be disclosed to the staff and Chair of the Management Committee.
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- Students on recognised courses in playcare/childcare (observing or on placement in the group) will be advised of our confidentiality policy and required to accept it.

The safety and well-being of the child will be of paramount importance.

This confidentiality policy and procedure was passed for use in Broughton Primary's Play Buddies.

On:.....

By:.....Position:.....

By:.....Position:.....

By:.....Position:.....

Date of planned review:.....