



Confidentiality Policy

The staff and committee realise the importance of confidentiality of information passed to them at the setting.

Practice

- Children's records are accessible to the child's parents/carers and the staff but are inaccessible to all others unless parental permission is given.
- Family - our management information system - is very secure from both our point of view and the company that manage the system. Further data security details are available if you wish to know more.
- Each family will only have access to their own child's records and information, and only when they have signed permission and clauses relating to the uploading of information.
- Information given by parents or carers to staff will not be passed onto others without the parent's permission.
- Staff, adults, students and volunteers are asked to maintain confidentiality when outside of the setting by not discussing or naming any of the children and their families to other persons.
- Staff, adults, students, volunteers in the setting are not to discuss, mention, refer or allude to anything to do with Allsorts, its staff, children or its activities on any social networking sites.
- Individual children will not be discussed with anyone but the parents/carers of that child, except for curriculum planning purposes.
- Personnel matters will remain confidential between people directly involved in those personnel decisions.
- Students and adults in the setting will be advised of the confidentiality policy and are required to respect it.
- Any breach of confidentiality could be taken as a disciplinary issue and dealt with accordingly whether a staff member, volunteer, parent or student.
- Allsorts adheres to the Data Protection Act 2018

Reviewed September 2022