|  |  |
| --- | --- |
| **POLICY** | **CONFIDENTAILITY**  |
| **SETTING** | **OVERTON PLAYCENTRE** |
| **AIMS** | Our aim is to ensure confidentiality at all times. To provide protection and respect for all of the children we care for, their families, our staff, volunteers and students in accordance with the Data Protection Act 1998. |
| **Objectives, Statements and Procedures** | At Overton Playcentre the safety and welfare of each child, their families, volunteers, students and our staff team is of paramount importance. Confidentiality is a vital tool in ensuring that this is made possible. We endeavour to develop positive and creative ways for the child’s voice to be heard, whilst recognising the responsibility to use, hold and safeguard information receive. We are mindful of the fact that we are in a position of trust and there is a general expectation that a professional approach will be used in all matters of confidentiality.All staff, committee, volunteers and students are made aware of this and regularly attend training to update their knowledge. The policies and procedures are made available to parents and carers. They are encouraged to read them and hard copies can be made available for anyone who asks for them.***Objectives:**** To provide consistent messages within the Playcentre about handling information about children and families once it has been received.
* To uphold the ethos of trust with in the Playcentre.
* To ensure that staff, volunteers, committee, students, parents/carers are aware of our confidentiality policy and procedures.
* To encourage children to talk to their parents/carers.
* To ensure that parents/carers know that the Playcentre staff cannot offer unconditional confidentiality.
* To ensure that the correct procedures are followed in all matters relating to child protection/safeguarding.
* To ensure that parents/carers have a right of access to any records the Playcentre may hold on their child but not to any other child that they do not have parental responsibility for.

***Guidelines:***All information about individual children is private and should only be shared with those staff that has need to know.All social services, medical and personal information about a child will be held in a locked cabinet accessible only to staff.The Playcentre continues to actively promote a positive ethos and respect for the individual: 1. We have appointed the senior manager as the Safeguarding Children Lead and they receive regular training.
2. There is clear guidance for the handling of safeguarding issues and all staff attends regular training.
3. There is clear guidance on procedures if a member of staff or volunteer is accused of abuse.

Any intolerance about gender, faith, race, culture or sexuality is unacceptable and in any case the Playcentre disciplinary procedure would be followed.Parents/carers need to be aware that we cannot guarantee total confidentiality and we have a duty to report all child safeguarding issues.The Playcentre actively encourages good communication with parents/carers and staff are always available to discuss any matters that may cause concern. We encourage children to talk to their families and staff to share any issues that may cause them concern.Parents/carers should feel reassured that confidentiality would only ever be broken in exceptional circumstances.All children have the right to the same level of confidentiality irrespective of their gender, race, faith, medical concerns or special educational needs.Even when sensitive information appears to be widely known it should not be assumed by those immediately involved that it is appropriate to discuss or share information further.Staff should be aware of children with special medical needs and the personal information sheet should be accessible to the staff who need to know and not displayed in general view to other parents/carers or children.Information and progress reports will be shared with parents/carers about their child and parents will not have access to other children’s progress records etc at any time. However parents/carers should know that their child’s records will follow them school when they leave our Early Education setting to start at school or change Early Education setting.Committee members need to be mindful that from time to time issues may be discussed or brought to their attention. As such any committee member will observe complete confidentiality, especially when in relation to individual children, parents/carers or staff.Committee members will be asked to sign a confidentiality agreement annually.All non-members of staff, such as volunteers, students will be given a copy the opportunity to read through the confidentiality policy to ensure they are familiar with the principles and asked to sign a confidentiality agreement.Staff are permitted mobile phones on the premises, but they will be kept in the office and used only during break times except in the case of an emergency. No staff member, volunteer or student will be permitted to photograph children on any personal device.At Overton Playcentre we have a duty of care and responsibility towards children, parents/carers and staff. We also need to work with a range of outside agencies and share information on a professional basis. The care and safety of each individual concerned is the key principle behind this document. |

**This document is approved and authorised for the application with Overton Playcentre**

**Committee Member/Trustee Confidentiality Agreement.**

First of all, thank you for volunteering your time to be a committee member/Trustee of Overton Playcentre. Your help and support in this role is greatly appreciated. By doing so you are supporting the continuation of the Playcentre as a charity and enabling it to provide care for the children of community and friendship and support for their parents and carers.

This role carries certain responsibilities on your part including the requirement to be confidential about some Playcentre matters.

By signing this agreement, you agree to uphold Overton Playcentre’s confidentiality policy. This means that you will not share information relating to children, their families or staff with anyone other than those directly involved.

**Examples of confidential information:**

* Information about staff or children using the setting. For example: a parent who knows you help out at the Playcentre may ask you how their child is getting in relation to academia or behaviour. To prevent any misunderstanding, it would be better to advise the parent to speak to the child’s key worker or Playcentre manager.
* Information about actions of the committee that are not published in the Committee minutes.
* Information accessed by ‘privilege’ e.g. notices in the office or working at the Playcentre.
* Information relating to the financial position of any individual in relation to billing and fees.

I understand that I may have access to confidential information and that is my responsibility to maintain the integrity of this information and keep it private.

COMMITTEE MEMBER (PRINT NAME) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF COMMITTEE MEMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE F MANAGER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Volunteer Confidentiality Agreement.**

First of all, thank you for volunteering your time to be a committee member/Trustee of Overton Playcentre. Your help and support in this role is greatly appreciated. By doing so you are supporting the continuation of the Playcentre as a charity and enabling it to provide care for the children of community and friendship and support for their parents and carers.

This role carries certain responsibilities on your part including the requirement to be confidential about some Playcentre matters.

By signing this agreement, you agree to uphold Overton Playcentre’s confidentiality policy. This means that you will not share information relating to children, their families or staff with anyone other than those directly involved. Mobile phones are prohibited from being used when working with the children; they can be left in the office in a locked cupboard.

**Examples of confidential information:**

* Information about staff or children using the setting. For example: a parent who knows you help out at the Playcentre may ask you how their child is getting in relation to academia or behaviour. To prevent any misunderstanding, it would be better to advise the parent to speak to the child’s key worker or Playcentre manager.
* Information accessed by ‘privilege’ e.g. notices in the office or conversations with the Playcentre staff.

If you see something at the Playcentre that concerns you, please discuss the matter immediately with the Playcentre manager.

I understand that I may have access to confidential information and that is my responsibility to maintain the integrity of this information and keep it private.

VOLUNTEER NAME (PRINT) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF VOLUNTEER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE F MANAGER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student/Work experience Confidentiality agreement.**

Please read Overton Playcentre’s Confidentiality policy.

This work placement/ experience carries certain responsibilities on your part including the requirement to be confidential about some Playcentre matters. By signing this agreement, you agree to uphold Overton Playcentre’s confidentiality policy. This means that you will not share information relating to children, their families or staff with anyone other than those directly involved. Mobile phones are prohibited from being used when working with the children; they can be left in the office in a locked cupboard.

**Examples of confidential information:**

* Information about staff or children using the setting. For example: a parent who knows you help out at the Playcentre may ask you how their child is getting in relation to academia or behaviour. To prevent any misunderstanding, it would be better to advise the parent to speak to the child’s key worker or Playcentre manager.
* Information accessed by ‘privilege’ e.g. notices in the office or conversations with the Playcentre staff.

If you see something at the Playcentre that concerns you, please discuss the matter immediately with the Playcentre manager.

I understand that I may have access to confidential information and that is my responsibility to maintain the integrity of this information and keep it private.

STUDENT NAME (PRINT) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF STUDENT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE F MANAGER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Staff Confidentiality Agreement.**

All staff – permanent or temporary are expected to respect the principle that information about the Playcentre and those connected to it are confidential.

By signing this agreement, you agree to uphold Overton Playcentre’s confidentiality policy. This means that you will not share information relating to children, their families or staff with anyone other than those directly involved. You will not engage in dialogue about the Playcentre or your role pertaining to any individual within the Playcentre or relating to it via social networking sites. Mobile phones are prohibited from being used when working with the children; they can be left in the office in a locked cupboard.

**Examples of confidential information:**

* Information about staff or children using the setting.
* Information about actions of the committee that are not published in the Committee minutes.
* Information accessed by ‘privilege’ e.g. notices in the office or conversations at the Playcentre.
* Information relating to the financial position of any individual in relation to billing and fees.

If you see something at the Playcentre that concerns you, please discuss the matter immediately with the Playcentre manager or the Chair of the Committee.

I understand that I may have access to confidential information and that is my responsibility to maintain the integrity of this information and keep it private. All Playcentre information, written or verbal must be treated with confidentiality and not discussed outside the confines of the work place. This includes information relating to children, parents, staff, committee members, Trustees and anyone else relating to the Playcentre.

STAFF MEMBER NAME (PRINT) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF STAFF MEMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE F MANAGER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_