

Safeguarding and Welfare Requirement: Information and Records

Confidential information and records about staff and children must be held securely and only accessible and available to those who have a right or professional need to see them.

Student/Volunteer Name

Confidentiality Policy

Policy statement

At Little Gregs it our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality early years care and education.

We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children. We have record keeping systems in place that meet legal requirements; the means that we use to store and share that information takes place within the framework of the General Data Protection Regulations (2018) and the Human Rights Act (1998).

Confidentiality procedures

As a volunteer at Little Gregs Pre-School, we would like to you read our policies. At Little Gregs we encourage volunteers 'Parents and Students' to participate in our activities with the children. As a member of our team you must respect that all information given to you or that you have seen is highly confidential and must not be discussed with anyone outside of Little Gregs.

Any member of the school community must pay scrupulous attention to confidentiality. No child, adult or pre-school matter should be discussed with other parents other than in general and positive way. You are part of the pre-school once you have been allowed to help here and you have a responsibility to uphold and enhance the school in the eyes of the community in order to protect the education of the children. Parents who gossip will not be welcome as helpers in the pre-school.

All the undertakings above are subject to the paramount commitment of our setting, which is to the safety and well-being of the child. Please see also our policy on Safeguarding Children and Child Protection.

Signed Date

Manager's Signature Date