Thames Pre-School Confidentiality Policy

At Thames Pre-School, we, the Charity Trustees, are responsible for the overall management of the setting and in doing so, meeting the early education/play/care needs of children in this area.

Definition of confidentiality

Information or data which could cause harm to someone, or the setting, if made publicly available or disclosed to someone who is not authorised to access the information or data.

1. We understand our roles and responsibilities in respect of the children, staff and families who attend or are members of the setting and recognise that we are entrusted with information, often of a confidential and/or sensitive nature. Examples of this might be; information on salaries or finance, personal information of individuals/families, safeguarding or a disciplinary procedure.

2. There are some situations where disclosure of confidential information will be a breach of the Data Protection Act and members need to recognise the seriousness of such actions (see support agencies).

3. We also recognise that the maintenance of confidentiality, while important at all times, may be particularly important in a small community and we are aware of our responsibilities in this context. This applies to all committee members and we understand that confidentiality must be maintained on and after resignation or other departure from the committee.

4. It is essential that we respect the information we are party to and understand that we must consent to keep all matters relating to the management of the setting confidential, unless otherwise agreed by the committee that it is in the best interests of the setting to do otherwise. If this is decided it must be done so by a quorate committee and minuted.

5. In the event of a breach of confidentiality the committee will need to adhere to the constitutional rules of their governing document in considering how the breach affects the individual's ability to continue as a committee member and the relevant course of action to take.

Date...

Print name...

Signed...