

Confidentiality policy and procedure

Wenvoe Playgroup's work with children and families involves being aware of, recording and keeping sensitive and confidential information. This policy applies to all staff, volunteers, students and *management/committee members*.

It is the policy of *Wenvoe Playgroup* to ensure that all who use and work in the provision can do so with confidence.

We respect the need for confidentiality by:

- Designating *Sandra Morgan* as the lead person for information/communications sharing.
- Ensuring that parents/carers have access to any files and records about their own children but do not have access to information about any other children.
- Arranging to share information with parents/carers who request it, in private.
- Ensuring that issues to do with the employment of staff, volunteers and students, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Ensuring that staff, volunteers and students do not discuss concerns about individual staff members with anyone other than their delegated manager.
- Ensuring that staff, volunteers and students sign that they have read, accept and implement the confidentiality policy at their induction.
- Keeping all documents/forms and electronic data containing personal information securely in line with the Data Protection Act 1998
- Ensuring that confidential information is shared with other agencies only by the Wenvoe Playgroup's delegated person who has the authority to do so. In these circumstances the parents'/carers' consent is obtained (except in cases where this may place a child at risk).
- Making available personal data to CSSIW as required by day care regulations.
- Keeping records of concerns/information relating to children's safeguarding confidential and in line with Wenvoe Playgroup's child protection policy and the All Wales Child Protection Procedures.
- Taking seriously any breach of confidentiality at Wenvoe Playgroup. This is considered as gross misconduct that can lead to disciplinary action and dismissal.

- Following statutory regulations regarding the period of storing information (for example: company law, insurance company, CSSIW, Data Protection Act 1998, charity law and local authority).
- Disposing of any information (that can be disposed of) responsibly, by shredding.
- Ensuring any computer or electronic device holding personal data is wiped before it is passed onto a third party.
- Ensuring that any computer or electronic device that has shared use (for example in a committee member's family) has personal information transferred to a memory stick which is stored in a secure place.
- Obtaining parents'/carers' consents before using cameras, or video recording equipment with their children.

This **confidentiality** policy and procedure was passed for use in *Wenvoe Playgroup*

On: 27.09.2017

By: Sandra Morgan

Position: Registered Person/Leader

Date of planned review: Autumn 2018 or sooner if changes in practice