

# Greenbank Pre School

## Confidentiality Policy



### **Greenbank Pre School**

Edinburgh Greenbank Parish Church of Scotland  
Braidburn Terrace  
Edinburgh EH10 6ES

*SPPA Registration No: 0923*  
*Charity No SCO11325*

## **Confidentiality Policy**

This policy exists to protect children, parents, carers, families and staff, and to ensure that everyone using the group is absolutely clear about issues of confidentiality and what the group's procedures and routines are in respect of this matter.

Underpinning the policy is the group's recognition that the safety and well being of children and families is of paramount importance, as is respect for the privacy of those involved in the group.

### ***Working with Children and Families***

The group recognises that its work with children and families sometimes involves staff and committee members dealing with confidential information.

Information, verbal or written, provided by parents or carers is treated confidentially.

- parents or carers are informed of records being kept on their child
- parents or carers have access to their child's records only
- children's records are kept in individual files and stored securely in a locked cabinet
- files are available at each session but can only be accessed by the chairperson of the group or a member of staff, as appropriate
- children's personal details cannot be passed on to another person or people without the parent's or carer's prior knowledge and consent
- committee members, staff and adult helpers do not talk publicly about matters relating to the children and their families
- staff do not discuss children, other than for curriculum development, welfare and group management purposes, with any other person/s without the parent's or carer's knowledge and consent

The group is aware that abuse does occur in our society. It recognises it has a prime responsibility to ensure the safety and well being of children in the group and has a duty to report any suspicions of abuse to the local authority.

- any evidence relating to a child's personal safety is kept in a separate secure confidential file
- contents of the file are open only to the chairperson, the Head teacher and her or his deputy
- parents or carers will have access to records relating to their own child

### ***Employer/Employee Relationship***

The employment of staff is a committee or management group responsibility and all issues regarding the employment and management of staff is confidential to the people directly involved, i.e. the staff member and those involved with making personnel decisions (usually the office bearers).

The group recognises that holding certain information could amount to an intrusion into an

employee's privacy and takes care that an individual's personnel record contains only relevant information and that it is safeguarded effectively.

- individual records are kept for each staff member in confidential personnel files
- staff have access to their own personal record
- files are kept securely by the persons specified by the group's management committee, currently the Head teacher and the Treasurer
- only the chair, Secretary and Treasurer have access to the information contained in an individual's file
- staff's personal details cannot be passed to another person without their prior knowledge and consent
- the office bearers and other committee members do not talk publicly about:
  - an individual's work performance
  - terms and conditions of employment for individual members of staff
  - disciplinary or grievance matters brought to their attention.
- staff do not talk publicly about:
  - the work performance of their colleagues
  - disciplinary or grievance matters in which they are directly involved.

Any breach of the procedures and routines specified in this policy document will be investigated and may result in disciplinary action being taken if a staff member is involved. If a committee member or adult helper is involved a complaint will be made against him or her.

*In collecting, holding and processing personal data the Group complies with current Data Protection rules and guidance.*

***Greenbank Pre School gratefully acknowledges the assistance of the Scottish Pre School Play Association in the development of this Policy***

**All staff and committee members will have a working knowledge of this policy.**

**Date of review    September 2014                      Name**

**Next review date: by September 2017**