

Confidentiality Policy

Our work within Jollytots will bring us into contact with confidential information. It is our intention to respect the privacy of children and their parents/carers, while ensuring that they access high quality care. Jollytots aim to ensure that all those working and volunteering in Jollytots can do so with confidence, through the use of the confidentiality policy.

At Jollytots we expect management, staff and volunteers to respect the confidentiality policy in the following ways:

* Parents/carers will have access to files and records of their own children-but not of any other child
* Staff/volunteers will not discuss individual children with people other than the parents/carers of that child
* Information given by parents/carers to members of staff will not be passed onto third parties
* Personnel issues will remain confidential to the people involved
* Any anxieties/evidence relating to a child’s personal safety will be kept in a confidential file and will not be shared within the setting except for the child’s supervisor and management
* All students/volunteers will be made aware of the confidentiality policy
* Issues to do with the employment of staff whether paid or unpaid will remain confidential to the people directly involved with making personnel decisions
* All parents/carers will be spoken to about any confidential issues in a private space away from any other parents and staff

Jollytots will comply with all requirements of the Data Protection legislation and policy implemented in the setting.

This policy was adopted by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manager

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Director

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