



11.6 South Cerney Pre-School Confidentiality Policy

This confidentiality agreement applies to all employed staff members, Committee Members and regular volunteers working directly/indirectly with children at South Cerney Pre-School Playgroup.

I understand my 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.

I will keep any information heard, read or shared between staff members, outside agencies and parent/carers regarding a child and/or their family confidential.

I will notify the Chair or Manager/Owner if I have concerns regarding the information shared or the method in which the information was shared.

I understand that confidentiality must be maintained on and after resignation or other departure from Playgroup.

I will not post confidential information regarding staff members, children or parents on social networking sites.

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

In the event of a breach of confidentiality the Committee will need to adhere to the constitutional rules of their governing document in considering the relevant course of action to take.

I accept and agree to the terms as stated above.

Signature: _____ Print Name: _____ Date: _____

Signature: _____ Print Name: _____ Date: _____

Signature: _____ Print Name: _____ Date: _____

Signature: _____ Print Name: _____ Date: _____

Signature: _____ Print Name: _____ Date: _____

Signature: _____ Print Name: _____ Date: _____

Signature: _____ Print Name: _____ Date: _____

Signature: _____ Print Name: _____ Date: _____

Signature: _____ Print Name: _____ Date: _____

Signature: _____ Print Name: _____ Date: _____

Signature: _____ Print Name: _____ Date: _____

Signature: _____ Print Name: _____ Date: _____

Signature: _____ Print Name: _____ Date: _____

Signature: _____ Print Name: _____ Date: _____

Signature: _____ Print Name: _____ Date: _____

Signature: _____ Print Name: _____ Date: _____

Signature: _____ Print Name: _____ Date: _____