

# BEAMINSTER PLAYGROUP

## CONFIDENTIALITY

### AIMS

Any information whether verbal or written received by the Playgroup from a child/parent/carer/staff member or professional will be kept in confidence including a child's medical needs.

### PROCEDURES

Parents can ask to see their child's file at any time

Any concerns about child protection issues will be kept in a separate file and will only be available to the Manager and other members of staff.

Students and other visitors to the playgroup will be made aware of the importance of confidentiality of information and their responsibility within the group.

Information about individual members of staff will not be given out to anyone without permission of that person except in case of safeguarding children issues.

Visitors/students to be made aware that no mobile phones or cameras are to be used on the premises.(unless permission has been sought from the manager)

See Social Media Policy.