**Principle**

Our work within Little Buds Little Buds Playgroup will bring us into contact with confidential information. It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality care.

**Policy**

To ensure that all those working and volunteering in the playgroup and club can do so with confidence, through the use of the confidentiality policy.

**Procedure**

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

* Parents/carers will have ready access to files and records of their own children – but not of any other child.
* Staff will not discuss individual children with people other than the parents/carers of that child.
* Information given by parents/carers to members of the staff will not be passed on to 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 key worker and Manager.

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

**Monitoring**

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was adopted by Little Buds Management Team

Signed:……………………………………………………………………………………

(on behalf of the setting)

Position: …………………………………………………………………………………..

Date: …………………………………………………………………………………..

Reviewed on:

Date:…………………. Signed:……………………………………………

Date:…………………. Signed:……………………………………………

Date:………………… Signed:……………………………………………