

Confidentiality and Information Sharing

Confidentiality

We regard information parents share with us to be confidential unless otherwise stated by parents.
We share information with other professionals where it is in the best interests of children.
We keep all records securely.

Information Sharing

We always aim to be open and honest, explaining to families how, when and why information will be shared about them and with whom. We seek consent to share information, unless it puts the child at risk or undermines a criminal investigation.

Images - Cameras will never be taken into the toilets/changing areas. A child will never be photographed when their clothes or nappy are being changed. At public events parents/carers, family members and press photographers may take photographs of the public activity but parents/carers are told not to share these on social media. If parents/carers do not wish their child to be included in such photographs, it is their responsibility to inform a member of the management team of this.

Photographs may be used on Tapestry online learning journal or displayed within the setting unless other arrangements have been made in discussion with management. No images are stored outside of the setting.

Legal framework

- Data Protection Act 2018
- Human Rights Act 1998

This policy was adopted at a meeting of Melbourn Playgroup and Out of School Club CIO Management Committee	
Held on	19 th January 2022
Date to be reviewed	As and when necessary
Signed on behalf of the management committee	
Name of signatory	Sarah Toule
Role of signatory (e.g. chair/owner)	Chair