Staff Members Confidentiality Agreement 2024-2025

Pre-School staff members are reminded that during their time at St George’s Pre-School, they will be party to the confidential information concerning the children, families or Pre-School users, and the Pre-School’s business. Any information which has been received must remain confidential to you, the Lead and the Deputy Lead Practitioner.

Confidential issues must **NOT** be discussed with parents, or any other individual not connected with the Pre-School.

Staff members shall not, during or after their time at the Pre-School, disclose or allow the disclosure of any confidential information.

Staff members must be careful to only discuss issues relating to children of the setting, within the setting or privately on the telephone, especially in regards to particularly sensitive matters. Staff members must also make sure that they will not be overheard by other adults or children while having the discussion.

Staff members must be especially careful with written paperwork and records relating to children of the setting (refer to the GDPR guidelines), especially those relating to sensitive issues. Always ensure that these documents are kept in a confidential manner and only visible to appropriate professionals. **This is particularly important to remember at drop off and pick up time – documents should be returned to the lockable cupboard for these periods or must be turned over so no information can be seen.**

In addition, staff members shall not discuss any confidential Pre-School business or Pre-School children or publish any photos relating to Pre-School business within a social networking site such as Facebook or Twitter etc.

**I agree to abide by these guidelines and I have read the Data Protection Policy, Mobile Phone Policy and e-Safety Policy and acknowledge all of the information given and I have also completed the staff Acceptable Use Agreement:**

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| --- | --- | --- | --- |
| Staff member | Job Title | Signature | Date |
| Jodie Brown | Manager |  |  |
| Natalie Jones | Deputy |  |  |
| Liz Bull | Practitioner |  |  |
| Anita Murray | Practitioner |  |  |
| Lotty Langdon | Practitioner |  |  |
| Suzy Moore | TA |  |  |
|  | Apprentice |  |  |

**This policy was reviewed, updated and accepted on 1st April 2023.**

**Next Review Due; April 2024**

**Pre-School Manager: Jodie Brown**

**Pre-School Deputy: Natalie Jones**

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