



St. Gregory's Child Care Trust,

CONFIDENTIALLY POLICY 1.19

February 2023

To be reviewed by February 2024

Confidentiality Policy 1.19

Aims:

It is the policy of the St. Gregory's Child Care Trust to keep confidential all personal information about children, parents and staff. Such information must never be spoken or written to anyone who does not need to know the facts.

Actions:

In order to achieve this:

The trustees will:

- Ensure that this policy is understood and practised by all connected with the Trust.
- Annually review and, if necessary, revise the policy.

The management committee will:

- Ensure that all staff understand the requirement to maintain confidentiality
- Ensure that only leaders discuss matters about children with their parents.
- Obtain parents' permission before sharing information about the child with any other person. Please refer to Information Sharing Policy 1.5.

The staff will:

- Never discuss personal matters concerning parents, children and other staff in the presence of other people.