



Confidentiality Agreement

It is a requirement of Impstone Pre-school that all Committee members, staff, volunteers and students agree to abide by and sign this document.

- All committee members, staff, volunteers and students are to respect the confidentiality of all parents children other professionals and each other at all times.
- All business relating to Impstone Pre-school will be treated in the strictest of confidence and will only be shared with appropriate persons. For clarification of this, seek support from your manager, supervisor or committee chair, as appropriate. This includes the use of internet social networking sites such as “facebook”.

Failure to abide by this agreement may result in disciplinary action being taken which may include:

- Dismissal of staff
- Termination of placement of student or volunteer
- Instant removal from the management committee for committee members.

In such event the following agencies will be notified: Ofsted, the Charity Commission, placement college, school or university.

Declaration:

I have read and understood this confidentiality document and agree to abide by this at all times.

Name:

Signature:

Date:

This document will be retained and kept on file by the management committee. This agreement is produced in compliance with the Early Years Foundation Stage (2008). “The provider must take necessary steps to safeguard and promote the welfare of children.” Please also see the confidentiality policy held by the pre-school. The agreement also draws on the legal framework of the Data Protection Act 1998 and the Human Rights Act 1998. Further information may be found in *Information Sharing: Practitioners guide (HMG 2006)* www.everychildmatters.gov.uk/files/ACB1BA35C20D4C42A1FE6F9133A7C614.PDF