**Committee confidentiality policy statement**

**Policy**

The aim of the pre-school is to promote an environment of respect with reference to confidential information relating to the children, families or the pre-school users and the pre-school’s business.

**Procedure**

COMMITTEE MEMBERS WILL BE REMINDED THAT:

* During their term in office as a Committee member, they may be party to confidential information concerning the children, families or the pre-school users and the pre-school’s financial business. Any information which is received as a result of their position as a Committee member must remain confidential to them, the Committee and the Pre-school Manager.
* Information received by committee members about the pre-school staff, finances or committee must also remain confidential.
* Confidential issues must not be discussed with parents or any other individual not connected with the pre-school.
* During their term of office they must not disclose or allow the disclosure of any confidential information (except in the proper course of their membership of the committee).
* Any breach of confidentiality will be taken very seriously, and must be immediately reported to the committee and our follow-up procedures will be adhered to.
* Any information which is received as a result of their position as a Committee member must still remain confidential after their term of office has finished.

This policy was adopted at a meeting of Alphabets Pre-school management committee

Held on 24th March 2022

Date to be reviewed March 2023

Signed on behalf of the management committee

(Nominated person)