

Willoughby Way, Winklebury, Basingstoke, Hampshire, RG23 8AF

Ofsted URN:

Charity Number: 1162991

Pecuniary Interests and Confidentiality Policy

For all employees, trustees and parents

It is a legal requirement for the Pre-School to hold information about the children who attend the W.I.S.P.S and the employees who work there.

Basic details are used for registers, invoices and emergency contacts. However, more detailed records are stored in a locked filing cabinet.

On termination of time at Pre-School, records will be stored in a locked cupboard on the premises for 1 year then moved to an off-site storage facility for 2 years, after this, records will be shredded.

Employee records are kept for the legal required time at the off-site storage facility then shredded.

Employees may, through their close relationship with the children and their parents, learn more about the families using the Pre-School.

Any information and knowledge will be on a need to know basis, will be kept confidential and for use within the Pre-School setting.

It may be necessary in some circumstances for the Pre-School to seek help and advice from outside professionals.

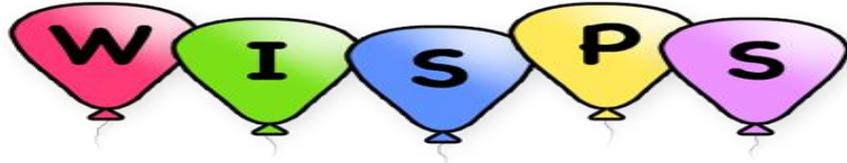
Parents/carers permission will always be sought should information be requested from outside agencies.

If a child is considered at risk, W.I.S.P.S Child Protection Policy will override confidentiality.

Employees will not have a registered vote at any Trustee meetings.

All Trustees emergency and contact details are stored in the Pre-School office; this is to allow contact at all time regarding queries and employees absence coverage.

Trustee details are also available on the Charity Commission Website.



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Discussion of W.I.S.P.S business outside of the Pre-School premises, unless in the circumstances of a professional meeting, is prohibited and will be liable to disciplinary action.

All employees, trustees and parents will agree to respect this policy and are expected to sign to their agreement.

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I agree to respect the Pecuniary Interests and Confidentiality Policy:

Signed: _____

Date: _____

Print Name: _____

Position: _____