**EMERSON VALLEY PLAYGROUP**

**CONFIDENTIALITY STATEMENT**

Emerson Valley Playgroup’s management committee, staff and volunteers have regard to the Common Law Duty of Confidentiality and only share information with other professionals or agencies on a “need to know” basis, with consent from parents, or without their consent on specified circumstances to do with safeguarding children.

During your employment/involvement with the playgroup you may be presented with issues or concerns that are classed as confidential. As a trusted member of the team you will be expected to treat any such matter in a sensitive and confidential way. This includes not disclosing or discussing details with a third party, to use information to your advantage or another individual’s detriment.

Our designated Safeguarding Children officer is Wendy Cross. Any concerns you may have for the welfare of a child/ren should be shared solely with them. Please refer to the publication, *“What to do if you are worried a child is being abused”* which is available at the playgroup.

If you believe the welfare of the playgroup is at risk please speak directly to the playgroup leader or committee chair.

Any breach of this agreement may be deemed as a disciplinary offence.

By signing this agreement I confirm I have read and understood the playgroups confidentiality policy and will respect the privacy of the children, families, staff and volunteers within the playgroup.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role within the playgroup\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_