

# LITTLE WILLOWS PRE-SCHOOL

## CONFIDENTIALITY POLICY

### PRINCIPLES

At the Pre-School we work very closely with children and their families on a day-to-day basis. It is a legal requirement for the pre-school to hold relevant information for each child and their families, which remains confidential at all times. This information is used for registers, invoices and emergency contacts. All records will be stored in a locked cabinet in line with the Data Protection registration.

### CONFIDENTIAL ISSUES MAY INCLUDE:

- Child details – including developmental needs and behaviour
- Parent details – including their domestic circumstances
- Pre-School working practices and policies
- Pre-school financial records
- Staff details

### PROCEDURE

It is our intention at the pre-school to respect the privacy of children and their families which is achieved by:

- Storing confidential records in a locked filing cabinet.
- Ensuring that all staff, volunteers and students are aware that this information is confidential and only for use within the pre-school.
- Ensuring that parents have access to files and records of their own child/ren, but not to those of any other child.
- Gaining parental permission for any photographs of the children to be used within the pre-school.
- Ensuring that staff have a professional relationship with all parents and don't become too familiar with particular families within the setting.
- Ensuring that staff are aware that information held for each child is confidential, and only to be used within the pre-school setting. If any of this information is requested, for whatever reason, the parent's permission must be sought.
- Ensuring that staff do not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs.
- Ensuring that staff, student and volunteer inductions are aware of, and follow, the pre-school's social networking policy in relation to confidentiality.
- Ensuring that any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file. This information must be shared with as few people as possible on a need-to-know basis. If however, a child is considered at risk, the pre-school's safeguarding and child protection policy will override confidentiality.

## STAFF AGREEMENT

- All areas of confidentiality must be adhered to at all times. At no time whilst in employment and after termination of employment with Little Willows Pre-School are you to divulge any of our clients details, working practices, policies or financial dealings to any other party.
- When feedback is given at the end of each child's session you must ensure that it is done in a professional way, giving the parent all the information that they need to know about their child's day. If you have had a particularly bad day or a particular issue had arisen within the pre-school, at no time must you express your opinion to, or in the presence of parents as they drop off or collect their child.
- You must ensure you are aware of and follow our social networking policy in relation to confidentiality.

If staff, students or volunteers in the pre-school are to breach any of the confidentiality provisions, including the above agreement, it is considered gross misconduct. Any staff found to have committed gross misconduct will result in a disciplinary action and in serious cases, immediate dismissal without notice.

I hereby understand and will adhere to the above confidentiality policy and staff agreement.

Staff Name: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_