

CONFIDENTIALITY POLICY

The pre-school's work with children and families will sometimes bring us into contact with confidential information.

To ensure that all those using and working in the pre-school can do so with confidence, we will respect confidentiality in the following ways:

- parents will have ready access to the files and records of their own children but will not have access to information about any other child
- staff will not discuss individual children, other than for purposes of curriculum planning/group management, with people other than the parents/carers of that child
- information given by parents/carers to the Manager will not be passed on to other adults without permission
- issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions
- any anxieties/evidence relating to a child's personal safety will be kept in a confidential file
- students undertaking recognised qualifications and training, when they are observing in the pre-school, will be advised of our confidentiality policy and required to respect it.

All the undertakings above are subject to the paramount commitment of the pre-school to the safety and well-being of the child. Please see also our policy on safeguarding children.

This policy was adopted at a meeting of the pre-school held on (date) _____

Signed on behalf of the pre-school _____

Signed on behalf of the pre-school _____

To be reviewed: _____