

Confidentiality Policy

The pre-school's work with children and families will sometimes bring us into contact with confidential information. In order to ensure that we handle confidential information in an appropriate manner we are guided by the following legislation:

- The Data Protection Act (1998)
- The Freedom of Information Act (2000)

Policy statement

- Parents have ready access to the files and records of their own children but do 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 pre-school manager or key person is not passed on to other adults without permission.
- Issues to do with the employment of staff, whether paid or unpaid, 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 and will not be shared within the group except with the child's key person / the pre-school manager and, where necessary, the chair.
- Any students, whether training or on work experience, are advised of our confidentiality policy and are required to respect it.

All the undertakings above are subject to the paramount commitment of the pre-school which is to the safety and wellbeing 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