



CONFIDENTIALITY POLICY

STATEMENT OF INTENT

It is our intention to respect the privacy of children and their parents and carers, whilst ensuring that they access high quality pre-school care and education.

AIM

We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

METHODS

To ensure that all those using – and working in – the pre-school can do so with confidence, we 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 on any other child.
- The staff team will discuss individual children for purposes of curriculum planning/group management. Information may be passed on to the Registered Provider in the event of a concern or complaint.
- Information given by parents/carers to the Pre-school Manager, Deputy, or Registered Provider (Committee) will only be passed to other staff on a need to know basis and will not be passed on to other adults without permission unless the Manager, Deputy or Registered Provider (Committee) believes that child to be at risk. (See safeguarding policy for further details).
- Issues to do with the employment of staff, whether paid or unpaid will remain confidential to the people directly involved with making personnel decisions, namely the Registered Provider (Committee), pre-school manager and administrator and Business Manager.
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file by the named Safeguarding Officer and will be shared with the Pre-school Manager, as appropriate. Information will only be shared further when the Safeguarding Officer deems it necessary. (Please see the Safeguarding Policy for further information).
- Staff are welcome to discuss any personnel issues with the Registered Provider (Committee) or Pre-school Manager in confidence.
- Staff may share information about a child with other professionals with the permission of the parent or guardian.
- Disclosures from children that directly relate to a safeguarding issue will not be kept confidential by staff, but will instead be passed on to the Safeguarding Officer. This information might not be passed on to the parents / carers if it is considered that the child may be in danger.
- The preschool will safeguard the privacy of all families and staff by ensuring personal details such as telephone numbers and e-mail addresses are never divulged to third persons without the express permission of the person concerned.
- A parent/carer may have the opportunity to talk to a member of staff in confidence and in private.
- Any matter relating to a child or business of the pre-school will not be discussed outside of the setting or via personal email addresses.
- Adults will show discretion if discussing any events which have come up during the session. Any concerns should be discussed immediately with either the Key Person, Pre-school Manager, Deputy or Registered Provider (Committee) as appropriate.
- Members of the Committee are expected to keep committee matters completely confidential unless items are of a general nature such as fundraising.
- Children's observations are kept locked away and only staff will have access to them.
- Students, volunteers and parent helpers observing in the group will be advised of our confidentiality policy and required to respect it.

It should be noted that Ofsted Inspectors are entitled to look at the progress records of any child. All the undertakings above are for the safety and well-being of the child.

This policy will be reviewed regularly with particular reference to the appropriate legislation including:

Data Protection Act (1998)

Freedom of Information Act 2000.