

## **Confidentiality Policy**

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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 pre-school Leader or key worker 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 and will not be shared within the group except with the child's key worker/pre-school Leader and the Chair/Owner.
- Students on recognised courses, on placements or 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, which is to the safety and well-being of the child. Please also refer to our Child Protection Policy.