



CONFIDENTIALITY POLICY

Our work with children and families routinely brings 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, SENDCO and EYSIO.
- Information given by parents/carers to Pre-school staff will not be passed on to other adults without permission, unless it is in relation to a safeguarding issue. (See Safeguarding Policy.)
- 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 Pre-school staff, Head Teacher and Safeguarding Officer where appropriate.

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 see also our policies on Child Protection and Information Sharing.