



WARF Preschools
Swallows, Sampford Arundel
Stawley Under Fives



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.