

Confidentiality policy

Confidentiality refers to upholding the privacy of children and their families within the Bluebells Preschool Setting. Private information about a child and the family should not leak outside the child care facility to unauthorized persons. Information to be kept confidential includes child enrolment forms, emergency contact information, consent forms, Medical reports and diagnosis forms along with assessment papers. Exposing these materials is a breach of confidentiality.

Other information to be kept confidential includes a child's nutritional restrictions, any progress reports, observation logs, medication logs and documentation of medical, behavioural or developmental evaluations. Information on a child's referrals, follow-ups and injury documentation should also be treated confidentially. All written information should be kept safe.

Information shared is on a need to know basis, information will only be disclosed when there is a risk to a child's welfare. Prior to any other disclosure of children's records, medical information, or referrals we gain parents' permission.

Please see our GDPR Policy and Procedures

Updated October 2021

Signed:

Stacey Humphrey

(PreSchool Manager)