

Confidentiality Policy

As information received by The Butterfly Preschool is often of a confidential nature and in order to promote parent/carers confidence in the nurseries management of such information, the nursery will ensure that:

- All parents/carers can, upon request, see records kept about their child at any time (except in exceptional cases where data protection laws stipulate it is against the best interest of the child to do so)
- Parents/carers will not be allowed access to any information held by the nursery regarding other children.
- Observations, feedback etc regarding any child, will only be given to the parents/carers of that child, unless the relevant parent/carers has given permission for another person to receive this information
- Information regarding a child's medical needs/status or concerns regarding safeguarding issues will be held in a separate file and will only be available to authorised nursery personnel.
- Any visitors or trainees will be made aware of the need and importance of our confidentiality policy.
- The preschool will be obliged to provide information to relevant authorities investigating any child safeguarding issues.

