

Confidentiality Policy

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 respect this confidence we shall ensure that:

- All information regarding the children in the Pre-school will only be shared amongst staff for reasons involving planning/group management or if there are areas of concern that the staff member wishes to raise.
- Staff will not discuss information relating to any child outside the setting unless relating to other professionals about the welfare and education of the child. Information will should not be requested from parents in social situations. If parents inquire for information then they will be asked to make an appointment to exchange information in the setting.
- Parents have access to any records and files relating to their own child, but will not have access to information about any other child or records that are of a child protection nature.
- Information given by the parent/carer of a child to the Manager/key person will not be passed to other adults without permission. Depending on the nature of the information, the management or key person will inform the parent if it would benefit the child for others to know, to ensure that adults understand the behavioural changes of the child and are able to provide the best practice for the child.
- On occasions staff may witness issues relating to child protection and therefore need to share information with outside agencies. This will be done in strict confidence and within local area guidelines and our Child Protection policy.
- Any information recorded on individual children whether developmental or concerns in welfare may be passed on to the new childcare provision if a child leaves us. When child protection matters have been shared the outside agencies will take the lead and may involve children's services or the police on some matters.
- Any students on placement at our Pre-school will be informed of our confidentiality policy and asked to respect it; failure to respect confidentiality will result in the removal from placement, which may also result in the removal from their respective course.
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.

Our group is committed to ensuring children are safe and protected and therefore understand that confidentiality is of paramount importance.

The sharing of information on a social media web site is strictly prohibited. We request that parents reframe from befriending staff or refrain from asking current friends questions or engaging in child related chats on open public pages or in private messages or texts. Parents are encouraged to contact their key person through our main phone line of pre-school or talk face to face when in the setting.