

### **23. CONFIDENTIALITY POLICY**

The pre-school's work with children and families will sometimes bring us into contact with confidential and sensitive 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.

Information given by parents/carers to the pre-school leader or keyperson will not be passed on to other adults without permission.

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 child's keyperson/pre-school Manager and Special Needs Co-ordinator.

Students on courses observing in the pre-school will be advised of our confidentiality policy and required to respect it.

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 also see our policy on child protection.

Reviewed - 16.09.22

Next review - Sept 23