



## Confidentiality Policy

manager;

The pre-school's work with children and families will sometimes bring us into contact with confidential information. To ensure that all those 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 via their online learning journal but will not have access to information about any other children. A written request must be made for personal files and before we disclose them we take into account data protection rules if the records refer to third parties;
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions;
- Staff will not discuss individual children, other than for the purposes of curriculum planning/group management, with people other than the parents/carers of that child;
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared with the group except the pre-school director and the

- Information given by parents/carers to the pre-school manager will not be passed on to other adults without permission;
- Students observing in the pre-school will be advised of our confidentiality policy and required to respect it.

All the undertakings above are subject to paramount commitment of the pre-school which is to the safety and well-being of the child.

All information regarding the children and families that attend our group is stored in a locked cabinet only for the access of the paid staff in the group.

All members of staff and management are asked to sign a confidentiality agreement.

<b>Written by:</b>	Simone Cupper
<b>This policy was adopted by the pre-school on:</b>	5 <sup>th</sup> Feb 2014
<b>Signed off by the Manager of Frenchay Pre-School</b>	Claire Frost
<b>Next Review Date</b>	January 2020
<b>Links to EYFS</b>	Safeguarding and promoting children's welfare. Documentation.