



Confidentiality Policy

The Pre-school's work with children and families will sometimes bring us into contact with confidential information. Preschool will ensure that all those involved respect confidentiality in the following ways:

- Parents/carers will only have access to the files and records of their own children.
- All records on children to remain on the preschool premises unless at the discretion of the Leader.
- Staff will not discuss individual children, other than for purposes of curriculum planning and group management, with people other than parents or carers of that child without prior written consent.
- Confidential information given by parents or carers to the Preschool Leader will not be passed on to other adults without permission.
- Any concerns relating to a child's safety will be kept in a confidential file. This information will not be shared within the group except with the Preschool Leader/Deputy and in some circumstances, the Chairperson in accordance with the Safeguarding Children Policy.
- Students in Preschool will be advised of our confidentiality policy and required to sign an agreement on their Induction. (*links to Student Placement Policy*)
- Committee members to sign the Confidentiality Statement before taking on the role.
- Committee to be mindful when having discussions of others who may overhear. Also that members of staff maybe on a 'need to know' basis, so to check with either Chairman or Leader if unsure.
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.

The above statements are paramount to the safety and well-being of the children and staff; therefore it is essential that the Preschool adheres to them.

