

## Confidentiality Policy

This policy describes how 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 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 children but will not have access to information about any other child.

All personal details of children and staff will be kept in a locked filing cabinet.

Staff will not discuss individual children, other than for purpose of EYFS planning/ group management, with people other than the parents/carers of that child. An exceptions to this is however when a support agreement exists to allow multi agency cooperation which would be authorised by parents/carers prior.

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

Parents/carers will be asked if any information shared with key person should be shared with the pre-school team.

Issues relating to the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved in 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 keyworker/pre-school leader and the chair/owner.

Students on N.V.Q. Training or other recognised courses observing in the pre-school and work experience students will be advised of our confidentiality policy and required to respect it.

All the undertakings above are subject to the principal commitment of the pre-school which is to the safety and well-being of the child. Please see also our policy on child protection.

The pre-school is committed to the General Data Protection Regulations 2018 and the Children Act 1989 & 2004.

'The Welfare of the Child will always be paramount'.