

Confidentiality Policy

Our aim is to ensure all parents/carers can share their information in confidence and that it will only be used for the purpose to enhance the well-being and safety of all the children in our care. This is in line with our Privacy Notice and complies with the Data Protection Regulations GDPR (2018).

The pre-school's work with children and families will 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 respect confidentiality in the following ways:-

The Data protection Regulations GDPR (2018) is adhered to by registering with the Information commissioner's office as the Data Controller and complying with the 8 principles of the Act.

- 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 the purpose of curriculum planning/group management, with people other than the parents/carers of that child.
- Information given by parents/carers to the pre-school manager or staff will not be passed on to other adults without permission, exemption being where there is reasonable cause to believe that a child may be at risk of significant harm. This will override confidentiality where the information needs to be passed on to social care, the safeguarding children's board or other professionals such as the police and Ofsted. **(child protection policy)**.
- Issues to do with employment of staff, whether paid or unpaid, will remain confidential to the Manager who is directly involved with making personnel decisions.
- Any anxieties/evidence relating to a child's personal safety **(Safeguarding Children)** will be kept in a confidential file and will not be shared within the group except with the child's keyperson/manager. This will be on a need to know basis.
- Students, volunteers and parent helpers on placement will be advised of our confidentiality policy and will be required to respect it.
- Parents will have the opportunity to discuss health issues in the Pre-school with the child's Keyperson and Pre-school Manager.
- Links will be maintained with the relevant Health Authorities to provide further information should a notifiable disease occur.
- This information will also be shared with
Ofsted.Tel 0300 123 1231