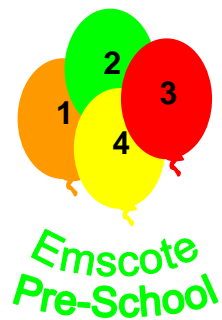


EMSCOTE PRE-SCHOOL LTD

Confidentiality Policy



Statement of Intent:

The pre-school works with children and families and this sometimes brings us into contact with confidential information. We consider that any such information will not be made known to any person other than is necessary.

Aims

- Everyone that uses and or works in the pre-school can do so with the confidence that confidentiality is always respected .
- Parents can gain access to the files and records of their own children upon request or at parent meetings but will not be able to see any information about another child.
- Children's records are to be kept in a locked cabinet within the staff room and only staff members will be able to gain access to it.
- The staff will not discuss individual children with any persons outside of the staff group other than the parents and carers of that child.
- Any information or issues discussed between parents / carers and pre-school leaders will not be passed on to other adults without permission.
- Any issues in connection with the employment of staff, whether paid or voluntary will remain confidential to the group leaders involved in making personnel decisions.
- Any concerns relating to a child's personal safety will be kept in a file which is stored in a locked cabinet within the staff room. These concerns will only be shared with all staff members, if applicable.
- Students and parent helpers working within the pre-school will be advised of our confidentiality policy and are required to respect it.

This policy was adopted at a meeting of the pre-school held on 03/03/2020

Signed on behalf of the pre-school _____(Director)

Named person responsible for this policy – LAURA ROBBINS

Review Date: March 2021