

Confidentiality Policy

Working with children and their families will bring us into contact with confidential information. It is a legal requirement for the pre school to hold information about the children and their families attending the setting and the staff who work here. This information is used for registers, invoices and emergency contacts. All records will be stored in line with Data Protection registration.

It is our intention to respect the privacy of children and their families and we will do so by:

- Storing confidential records in a locked cupboard.
- Ensuring that all staff, volunteers and students are aware that this information is confidential and only for use within the setting.
- Ensuring that parents have access to files and records of their own children but not to those of any other child.
- Gaining parental permission for any information to be used other than for the above reasons.
- Ensuring the staff, through their close relationship with both the children and their parents, learn more about the families attending the pre school.
- All staff are aware that this information is confidential and only for use within the setting. If any of this information is requested for whatever reason, the parent's permission will always be sought.
- Ensuring staff, student and volunteer inductions include an awareness of the importance of confidentiality in the role of the key person. If staff breach any confidentiality provisions, this may result in disciplinary action, and in serious cases, dismissal. Students on placement at the pre school are advised of our confidentiality policy and required to adhere to it.
- Ensuring staff, students and volunteers are aware of and follow our social networking policy in relation to confidentiality. (see Safeguarding Policy, Use of Mobile phones, Cameras and Social Media Policy).
- Ensuring issues concerning the employment of staff remains confidential to the people directly involved with making personnel decisions.
- Ensuring any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a "need-to-know" basis. If, however, a child is considered at risk, our safeguarding children policy will override confidentiality.

Parents are asked not to speak Bierton Pre School staff, about matters relating to pre school, outside of their working hours or outside of the setting. Any issues relating to pre school should be brought to the attention of the Manager or another member of staff while at the setting or via email.

This policy was adopted by the Bierton Pre School Committee

Date:.....

Signed:.....

Name:.....

Role of signatory:.....

Signed, all staff: