



Confidentiality Policy

Colerne Preschool Ltd

Aims

- As childcare providers, we have a duty to protect children and to keep them safe from harm. At all times, the welfare of the child is paramount (see our Safeguarding Children Policy).
- We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children.
- It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality Preschool care and education.

Procedures

To ensure that all those using – and working in – the preschool can do so with confidence, we respect confidentiality, safety and well-being of each child in the following ways:

- Parents have ready access to the files and records of their own children but do not have access to information about any other child.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.
- Any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with Preschool staff.
- Personal information about children, families and staff is kept securely in a lockable file whilst remaining as accessible as possible.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Staff are all required to sign their own respective confidentiality agreements.

Cross Reference:

Please also refer to *Health and Safety Policy, ICT Policy, Parental Involvement Policy, Safeguarding Children Policy, Special Educational Needs Policy, Staffing and Employment Policy, Whistleblowing Policy.*

This policy was adopted by Colerne Preschool Limited in July 2021