

## CONFIDENTIALITY POLICY

Confidentiality is fundamental to all practices at Branston Preschool. All staff and committee members are bound by the rules of confidentiality.

Our Pre-School's work with children and their families will sometimes bring us into contact with confidential information. To ensure that all those using and working in our group 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 own children, but will not have access to information on any other child.
- The staff team will discuss individual children for purposes of curriculum planning/group management. Information may be passed on to the Committee in the event of a concern or complaint
- Disclosures from children that directly relate to a safeguarding issue will not be kept confidential by staff, but will instead be passed on to the Designated Safeguarding Lead. This information might not be passed on to the parents / carers if it is considered that the child may be in danger
- The preschool will safeguard the privacy of all families and staff by ensuring personal details such as telephone numbers and e-mail addresses are never divulged to third persons without the express permission of the person concerned
- A parent/carer may have the opportunity to talk to a member of staff in confidence and in private.
- Any adults should show discretion if discussing any events which have come up during the session. Any concerns should be discussed immediately with either the Key Person, Manager, Deputy, Committee as appropriate.
- Members of the Committee are expected to keep committee matters completely confidential unless items are of a general nature such as fundraising.
- Children's observations are kept locked away or stored on a password protected system and only staff will have access to them.
- Students, volunteers and parent helpers observing in the group will be advised of our confidentiality policy and required to respect it.
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All the undertakings above are for the safety and well-being of the child. This policy will be reviewed regularly with particular reference to the appropriate legislation including: Data Protection Act (1998) Freedom of Information Act 2000