



Bear Flat Pre School

Registered charity no: 1066705

Ofsted registration no: 133007

Confidentiality Policy

Aim

The Pre-school's work with children and families will sometimes bring us into contact with confidential information. The Pre-school is committed to maintaining the privacy and confidentiality of all children and their families.

Method

To ensure that all those using and working in the pre-school 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 about any other child.
- Staff will not discuss individual children, other than for purposes of curriculum planning/group management, with people other than the parents/carers of that child and, if necessary, the Chairperson of the Committee.
- Information given by parents/carers to the Pre-school Leader will not be passed on to other adults, other than other members of staff, without permission.
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the group except with the Pre-school Leader and, if necessary, the Chairperson of the Committee.
- Students on Pre-school Learning Alliance or other recognised courses who are observing in the Pre-school, will be advised of our confidentiality policy and required to respect it.

Policy Adopted on Behalf of the Pre-school Committee by:
(Chairperson)

Date: