

## **CONFIDENTIALITY POLICY**

All Preschool staff are aware of, and are expected to comply to, the Confidentiality Policy of this Group at all times. Discussion about any child in our care is to be carried out in a confidential manner. Confidentiality also covers any information we hold on any child that is of a confidential nature, including the details shared by carers/parents on registration. 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 child/ren. There are record keeping systems in place to meet legal requirements; means of storing and sharing that information take place within the framework of the Data Protection Act and the Human Rights Act.

All written records kept on your child will be administered and kept in the strictest confidence as outlined above. These records will remain the property of the child's family and you are welcome to share and discuss these records at any time with your child's key person or the Manager. When your child leaves Preschool, any written records will be presented to you, the child's family. It will then be up to the individual family whether these records are to be shared with the child's new setting/school. Information about your child will be shared on a 'need to know' basis within the Preschool. Any discussion about your child will be held privately without the child being present. Failure to observe confidentiality could lead to dismissal from the Group.

Any student or visitor observing or visiting our Preschool will be informed of our confidentiality policy and be requested to sign the visitors' book which asks them to adhere strictly to our Confidentiality Policy.

Updated June 2020