

## **Confidentiality Policy**

All information regarding anything that happens at preschool or information relayed to us by parents is deemed as confidential. Anyone (a member or staff or student) who is found to have disclosed such information will be deemed guilty of misconduct and the appropriate action will be taken. We have these guidelines in place to ensure the safety and well-being of each individual child remains our key focus.

To ensure that all those using and working in the preschool can do so with confidence, we will respect confidentiality in the following ways:

- Parents will have access on request to all 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 the purpose of curriculum planning and group management, with people other than parents/carers of the children.
- When and if staff have a need to liaise with other professionals, we will seek parental consent to speak about and discuss their child as well as invite them to meetings/or to see the minutes of these meetings (unless this poses a safeguarding risk).
- Information given by parent/carers to the nursery staff will not be passed on to other adults without permission.
- Issues to do with employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making the personnel decisions.
- Any safeguarding issues relating to a child's personal safety will be kept in a confidential file and will not be shared within the group, except to necessary staff.
- If students need to observe a child as part of their training, they will observe and respect our Confidentiality Policy. They will require written parental consent before carrying out any observations and must keep the child anonymous in any written or photographic evidence. All student's work will be checked by their mentor.
- Although we cannot dictate to staff their private pass-times, staff must not write about happenings at preschool or our preschool's children's names, on social networking sites (e.g. Facebook, Twitter). This is to ensure the confidentiality of children and parents. Failure to comply with this will be seen as a breach of the Confidentiality Policy, treated as misconduct, and dealt with as a disciplinary matter.

Failure of staff to comply with the above could lead to disciplinary action.