



## CONFIDENTIALITY POLICY

**Aim :** 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.

**Methods:** To ensure that all those using and working in the pre-school can do so with confidence, we respect confidentiality 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 development and personal safety are kept in secure, confidential files and are shared with as few people as possible on a "need-to-know" basis.
- Personal information about children, families and staff is kept in a lockable cupboard 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.
- Students on Pre-school Learning Alliance or other recognised qualifications and training, when they are observing in the pre-school are advised of our confidentiality policy and required to respect it.
- Social networking - please see our social networking policy which runs alongside this confidentiality policy.

All the undertakings above are subject to the paramount commitment of the pre-school, which is to the safety and well-being of the child. Please see also our policy on child protection.

*This policy was adopted at a meeting of the pre-school held on (date)*

**29/09/2025**

*Signed on behalf of the pre-school*

***This policy will be reviewed in February 2026***