

Hind Leys Pre-School & Natural Play Centre

Confidentiality Policy

The Pre-School's work with children and families will sometimes bring us into contact with confidential information.

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:

- No member of staff or volunteers shall divulge any information learnt within Pre-School about children or other staff without the agreement of the child's parent/guardian, or staff member concerned.
- 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. All formal records leave with the child, with the exception of the photocopy of the birth certificate; any funding related paperwork (as required by the LEA); and photograph consent forms.
- 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.
- Information given by parents/carers to the Pre-School Leader or Keyworker will not be passed on to other adults 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.
- **During staff induction, all staff are talked through a section of their handbook regarding confidentiality with the following:- Mobile phones, social media accounts and the use of photographs.**
- 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 child's Keyworker/Pre-School Leader and the Chair of the Management Committee (see **Child Protection Policy**).
- Students on Pre-School Learning Alliance or other recognised courses observing in the Pre-School will be advised of our confidentiality policy and required to respect it.
- All documents will be kept safe in accordance with the GDPR Rules

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 (see **Child Protection Policy**).