

# **CONFIDENTIALITY POLICY**



## **Rationale**

People working with young children often receive information about children and their family situations. Sometimes this information is essential to support and plan for the children, however, it is often confidential, and the following rules apply:

## **Implementation**

- Information given by parents/carers about their child to members of staff will not be passed on to any other persons without the parents' consent.
- We have a duty to report any suspicions around abuse to the Local Authority (see Statement on Safeguarding Children) and therefore an exception will be made in this case.
- All written information on children, including their personal details and records, will be kept in a lockable cabinet, and only accessible to the keyperson, manager and supervisors.
- 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.
- The staff at the pre-school will not talk about children and sensitive situations in front of the children.
- 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.
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.

**This policy was adopted at a meeting of River Pre-school Playgroup, held on:**

\_\_\_\_\_ (date)

**Signed by the chairperson on behalf of the pre-school**

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**Justin Simpson**