

Moulton Pre-School – Confidentiality Policy

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Author:	Hayley Kingsley-Pallant
Approved and signed by:	Moulton Pre-School Committee
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MOULTON PRE-SCHOOL
Confidentiality Policy

Moulton Pre-school is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment.

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:

- 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.
- 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 keyperson 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.
- 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 keyperson/Manager and the chairperson/vice chair of the management committee.
- Students on Pre-school Learning Alliance or other recognised qualifications and training, when they are observing in the pre-school, will be advised of our confidentiality policy and required to respect it.

All the undertakings above are subject to the paramount commitment of the pre-school which is to the safety and wellbeing of the child. Please see also our policy on safe guarding.