



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:

- Parent/ carers have access to the kitchen area where staff, parent/ carers can talk privately.
- We will check whether the parents regard the information they share with us to be regarded as confidential or not.
- Parent/ carers will have ready access to the files and records of their own child, but will not have access to information about any other child. Any accident record each child will be allocated one page per child.
- Staff will not discuss individual children, other than for purpose of curriculum, planning/ group management, and where children attend other settings with people other than the parents/ carers of that child.
- Information given to the Pre-School 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 personnel decisions.
- Students on recognised courses observing in the Pre-School will be advised of our confidentiality policy and will be required to respect it.
- Any anxieties/ evidence relating to a child's personnel safety will be kept in a confidential book and will not be shared within the group, except with the child's key person, the manager and the chairs of the committee. (If concerns are raised within the group we cannot guarantee confidentiality and concerns may have to be reported to Surrey Safeguarding Children Board). This is in line with our safeguarding children policy.

This policy has been adopted by Tandridge Village Pre-School Committee.

Signed on behalf of the Pre-School:

Date:

This policy will be reviewed: Autumn 2020

(Unless there is a change in legislation or with direct guidance from an educational body)

Staff Signatures:

Date: