

Confidentiality Policy



PARKWAY PRE-SCHOOL

It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high-quality pre-school care and education.

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. The safety of the children is paramount.

Method

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 will have access on request to the development 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.
- Staff Induction includes an awareness of the importance of confidentiality in the role of the key person.
- Information given by parents/carers to the pre-school leader or key worker will not be passed on to other adults without permission.
- All matters regarding children are always kept confidential. This includes their work, development, health and behaviour. Any concerns or other matters concerning the children will be shared only among the staff and the child's own parents/carers except where outside agencies are involved i.e. Health Visitor, Speech Therapist. In these cases, permission to discuss the child will always be sought from the parent/carer.
- Some parents may share information about themselves with other parents as well as staff; the setting cannot be held responsible if information is shared beyond those parents whom the person has 'confided' in.
- 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 concerns relating to a child's personal safety are kept in a confidential file and are shared with as few people as possible on a 'need to know' basis.
- Students on recognised qualifications, volunteers and work placement students are advised of our confidentiality policy and required to respect it.
- All confidential details stored on the preschool premises, or at the owner's home, are locked when not in use. Access is for staff only.
- Refer to our GDPR and E-policy

Review September 2027