



Confidentiality Policy

Policy Statement

Toddington Childcare and Forest School is committed to respecting the privacy of children, families, staff, students, volunteers and committee members.

We recognise that effective partnerships with parents and carers depend on trust and confidence. Information shared with us will be treated respectfully and confidentially. However, where concerns exist regarding the welfare or safety of a child, confidentiality cannot be guaranteed and information may be shared with appropriate agencies in accordance with our Safeguarding and Child Protection Policy.

Aim

We aim to:

- Promote an atmosphere of trust and professionalism.
- Ensure confidential information is handled sensitively and appropriately.
- Respect the privacy of children, families and staff.
- Ensure that information is shared only when necessary and with those who have a legitimate need to know.
- Safeguard children and promote their welfare at all times.

Procedures

Children and Families

- Information relating to children and their families is treated as confidential.
- Parents and carers may access information and records relating to their own child, but not information relating to other children or families.
- Staff will not discuss personal information about children or families with anyone who does not have a legitimate professional reason to know.
- Information provided by parents and carers will only be shared within the setting where it is necessary to support the child's care, learning, development or welfare.

Staff, Students and Volunteers

- All staff, students, volunteers and committee members are expected to maintain confidentiality during and after their involvement with the setting.
- Confidential information must not be discussed outside the setting or in public areas where conversations may be overheard.
- Staff should be mindful of maintaining confidentiality when communicating in person, by telephone, email or through digital systems.
- Students and volunteers will be made aware of this policy during their induction and are required to follow it at all times.

Professional Discussions

- Staff may discuss individual children during meetings, supervision sessions or planning discussions where this is necessary to meet the child's needs.
- Such discussions will take place professionally and only with those who need the information in order to fulfil their role.

Personnel Matters

- Information relating to staff employment, performance, health, disciplinary matters or personal circumstances will remain confidential and will only be shared with those directly involved in relevant management or employment processes.

Visitors

- Visitors, contractors and other professionals visiting the setting will not have access to confidential information unless there is a legitimate reason and appropriate permission has been granted.

Photographs and Observations

- Photographs, observations and records of children will be used in accordance with the setting's policies and parental permissions.
 - Parent/carers consent for use of photos and media will be obtained using our Photo and Media Consent Form.
- Information relating to one child will not be shared with another child's family.

Safeguarding and Confidentiality

The welfare of each child is paramount.

If a member of staff has concerns about the welfare or safety of a child, they have a duty to share this information with the Designated Safeguarding Lead (DSL), or Deputy Designated Safeguarding Lead (DDSL) in their absence. The DSL/DDSL may share information with relevant agencies where necessary to protect a child from harm.

In such circumstances, information may be shared without parental consent where this is permitted or required by law and safeguarding guidance.

No member of staff, student or volunteer can promise absolute confidentiality where a child protection concern exists.

Breaches of Confidentiality

Any breach of confidentiality will be taken seriously and may result in disciplinary action, termination of placement, or other appropriate action depending on the circumstances.

Related Policies

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Data Protection and Privacy Policy
- Staff Code of Conduct

Policy Review

This policy will be reviewed annually or sooner if there are significant changes to legislation, guidance or operational practice.

Policy Adopted: May 2026:

Signed on behalf of Toddington Childcare and Forest School

Sarah Malcolm

Chair of the Parent Management Committee