



Confidentiality Policy

The preschool'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 preschool 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 any information regarding any other child.
- Staff, Trustees, Students and Volunteer workers 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 preschool will not be shared 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 Protection Officer and the Manager .
- Students working towards recognised qualifications within the preschool will be advised of our confidentiality policy and required to respect it.
- It may be necessary for a child's keyworker to update their records off site. During these times confidentiality is maintained.

All the undertakings above are subject to the paramount commitment of the preschool to the safety and well-being of the child. Please see also our policy on child protection.

Approval by the Management Committee:	
Signed:	
Chair:	
Date:	
The next review by the Management Committee will be:	

HEALTHY EATING AND REGULAR EXERCISE IN THE YOUNG

