

	<b>Confidentiality</b>
<b>Date Issued</b>	<b>January 2012</b>
<b>Author / Owner</b>	<b>Hagbourne Pre-School</b>

### Statement of Intent

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.

### 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 have ready access to the file and records of their own children but do not have access to information about any other child.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.
- Any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a 'need to know' basis.
- Personal data regarding children, families and staff is collected, stored and managed in line with GDPR Principles (Article 5). (See Data Protection Policy).
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students on Pre-school Learning Alliance or other recognized qualifications and training, when they are observing the pre-school, are advised of our confidentiality policy and required to respect it.
- Any person assisting or visiting during the daily running of pre-school will abide by our confidentiality policy and ensure that all matters heard or observed whilst there will remain confidential.
- Any parent wishing to discuss any aspect regarding their child should do so ONLY during Pre-school hours, or by making an appointment with their Key Worker / Early Years Manager.
- Staff will not discuss any issues regarding a child, other children or matters relating to Pre-school outside pre-school hours or the pre-school setting.
- Hagbourne Pre-school is aware of our responsibilities under the Data Protection Act (DPA) 1998 and the Freedom of Information Act 2000 and GDPR where relevant
- Failure of staff to comply may result in disciplinary action

All the undertakings above are subject to the paramount commitment of the Pre-school, which is to the safety and well-being of the child.

This policy was reviewed and updated (where required) on 08/01/2022 (date)

Reviewed/updated by Dominique McCann (Chairperson)

Reviewed/Updated by \_\_\_\_\_ (Manager)

# Hagbourne Pre-school



A stimulating environment for children aged 2 to 5 years

Reviewed/Updated by Julie Higgins (Deputy Manager)