

Confidentiality Policy

Introduction and purpose

The Pre-school's work with children, families and staff members will, of necessity, bring us into contact with confidential information. This policy aims to ensure that all those using and working in the group can do so with the assurance that the confidentiality of their information will be respected.

All the undertakings listed below are subject to the paramount commitment of the group which is to the safeguarding and well-being of the child. In circumstances where staff have good reason to believe that a child is at risk, or is likely to be at risk, of child abuse or neglect, the Safeguarding Children Policy will override confidentiality on a 'need to know' basis.

This policy is written in line with sections 3.96 and 3.97 of the Statutory Framework for the Early Years Foundation Stage.

This policy should also be read in conjunction with the Data Protection Policy.

Commitment to confidentiality

All staff, students, cover staff and parent helpers will be advised of our confidentiality policy and be required to respect it. The staff are required to read the policy and sign to confirm this commitment annually.

Confidentiality of children's and parent's information

Confidential information includes:

- Registration and admission forms
- Signed consents
- Funding Forms
- Correspondence concerning the child or family
- Reports or minutes from meetings concerning the child from other agencies
- Ongoing record of relevant contact with parents

The Pre-school staff, volunteers and any other individual associated with the running or management of Preschool will respect confidentiality by:

- Allowing parents ready access to the files and records of their own children but not to information about any other child.
- Not discussing individual children, with people other than the parents/carers of that child, unless by written consent, e.g. childminder.
- Not divulging information given by parents/guardians/carers to the group supervisor or keyworker to other adults without permission.
- Keeping any anxieties/evidence relating to a child's personal safety in a confidential file that will not be shared within the setting/preschool except with the child's keyperson and supervisor.

Confidentiality of staff information

Issues concerning employment of staff, whether paid or unpaid will remain confidential to the people directly involved with making personnel decisions or concerned with the application for/providing of Criminal Records Bureau clearance.

Review / Version Control				
Review period - 3 years				
Version	Created	Reviewed	Initials	Changes
Confidentiality Policy (v1.0)	03/2020		DH / AP	
Confidentiality Policy (v2.0)	09/2021		DH AP	Reworded
Confidentiality - Oct24 – v2.1	10/2024		DH AP	Changed template and version control. No changes to wording
Confidentiality – v2.2	09/2026		DH SH AP	Reference to latest version of EYFS Statutory Framework added