

## **Happy Valley Pre-School Ltd** **Confidentiality Policy**

**The Pre - School'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 Pre - School 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 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.
- Information given by parents/carers to the Pre - School leader or key worker will not be passed on to other adults without permission.
- Issues to do with the employment of staff will remain confidential to the people directly involved with making personal decision.
- 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's key worker/Pre - School leader/owner.
- All students observing in the Pre - School will be advised of our confidentiality policy and required to respect it.
- 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.

*Please also see our safeguarding policy.*

**This policy was reviewed and checked on: February 2020**

**Signed on behalf of the Pre-School:**

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**(Pre-School Director)**

**Next Review:**

**February 2021**

**Reviewed:**

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**Signed on behalf of the Pre-School:**

\_\_\_\_\_  
**(Pre-School Director)**

**Next Review:**

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