



Confidentiality Policy



**CULMSTOCK
PRE-SCHOOL
PLAYGROUP**

The pre-school's work with children and families will sometimes bring us into contact with confidential information.

- The preschool aims to give complete confidentiality on conversations between: staff to parent; parent to staff; staff discussions on a child. Staff and volunteers and parents are aware of confidentiality and those issues which must be kept confidential and those which must be disclosed, e.g. to the social services.

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:

- The parents/carers will have ready access to the files and the records of their children but will not have access to information about any other child.
- Staff will not discuss individual children with people other than the parents/carers of that child, except for the purposes of curriculum planning/group management
- Information given by parents/carers to the pre-school leader will not be passed on to other adults without permission.
- Issues concerning 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's pre-school Leader and the Chair.
- Students on Pre-school Learning Alliance or other recognised courses observing in the pre-school will be advised of our confidentiality policy and required to respect it.

All the undertakings above subject to the paramount commitment of the pre-school which is the safety and well being of the child. Please also see our policy on child protection.

Passing confidential information to parents

It may sometimes be necessary to inform parents of confidential information regarding their child. If this is the case then the play leader will ring the parent during a session to organise a convenient time to meet to speak privately or may speak to the parent after the session. The parent will be invited into the play room or adjoining chapel to ensure the conversation is private.