



Confidentiality Policy

We understand that at times, the nature of our work and the fact we are dealing with children and families will bring our staff and core pre-school committee members into contact with confidential information.

To ensure that all who use and work in the setting can do so with confidence, confidentiality will be respected in the following way:

1. Parents/Carers will have ready access to any files or records of their own children, but will not have access to any information about other children. This includes having accident and incident books with 1 form per page – to respect the confidentiality of the other children.
2. Staff will not discuss individual children, other than for purposes of safeguarding, curriculum planning or group management, with anyone other than the parents/carers of that child without their permission.
3. Information given by parents/carers to the pre-school staff will not be passed on to any other adults without permission except in cases of safeguarding
4. Any concerns or evidence relating to a child's personal safety will be kept in a confidential file and will only be disclosed to the staff and the designated child protection member of the management committee.
5. Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to those directly involved with making personnel decisions
6. Students and volunteers will be advised of our confidentiality policy.
7. The safety and welfare of the children will be paramount; any disclosures relating to issues of child protection will be discussed with the relevant agencies and our child protection policy will be implemented.

8. If you have access to the Gmail account you may not disclose log in details to any other person without the permission of the Chair of the pre-school committee or the pre-school manager.
9. The Gmail site may only be used for pre-school related emails and emails to group email should always be sent BCC.
10. All emails sent should reflect the pre-school in a positive way, this site should not be used to voice personal opinions or to cause upset or offence to others.
11. All Gmail emails received and sent and any attachments to them are confidential. Unless you are the intended recipient, you may not open, use, copy or disclose either the message or any information contained in the message.
12. The pre-school manager or in their absence the Deputy will forward all appropriate emails to the relevant recipients or interested parties as appropriate and as soon as possible.
13. Confidential documents will be kept only on password protected sites such as Gmail or drop box.