



Stepping Stones Pre school **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 way:-

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 the purposes of curriculum planning/Group Management, with people other than the parent/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, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.

Any anxieties/evidence relating to the child's personal safety will be kept in a confidential file and will not be shared with the Group except with the child's key worker/Pre school Leader and the Chairperson.

All children's records and information will be kept securely locked in a filing cabinet.

Children's records will be destroyed by shredding when no longer required.

First aid records will be kept locked in a filing cabinet and shredded three years after the last book entry.

All computer records will be password protected and deleted as soon possible when no longer required.

Students in the Pre school will be advised of our Confidentiality Policy and required to adhere to 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.

**THIS POLICY WAS ADOPTED AT A MEETING OF THE
PRE SCHOOL HELD ON (DATE).....**

SIGNED ON BEHALF OF THE PRE SCHOOL.....

Reviewed January 2011 vc