



LITTLE ACORNS PRE-SCHOOL

POLICIES

CONFIDENTIALITY POLICY

It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality pre-school care and education. We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children. The pre-school's work with children and families will sometimes bring us into contact with confidential information. There are record keeping systems in place that meet legal requirements. Means of storing and sharing that information take place within the framework of the Data Protection Act (1988) and the Human Rights Act.

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 have ready access to the files and records of their own children but do not have access to information about any other child.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs.
- Any concerns / evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a "need-to-know" basis.
- Personal information about children, families and staff is kept securely whilst remaining as accessible as possible.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions, this includes all matters regarding to pay and performance.
- Students on a recognised qualifications training, when they are observing in the pre-school, are advised of our confidentiality policy and required to respect it.
- Committee members do not talk publicly about an individual's work performance; terms and conditions of employment for individual members of staff; or disciplinary or grievance matters brought to their attention.

- Committee members with an elected role will keep all matters regarding finance confidential and will only share with appropriate committee members.
- Staff do not talk publicly about matters relating to the pre-school or the work performance of their colleagues; or disciplinary or grievance matters in which they are directly involved.
- Any breach of the procedures and routines specified in this policy document will be investigated and may result in disciplinary action being taken if a staff member is involved. If a committee member or adult helper is involved, a complaint will be made against him/her.
- In collecting, holding and processing personal data the group complies with current Data Protection rules and guidance.
- 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.

SIGNED

February 2011.

REVIEW DATE: MAY 2012

REVIEWED: SEPTEMBER 2013

REVIEWED: FEBRUARY 2015

REVIEWED: FEBRUARY 2017

Updated: DECEMBER 2017

REVIEW DATE: DECEMBER 2019