

## CONFIDENTIALITY POLICY

### Statement of intent:

Little Owls Pre-School & Nursey to promote an environment of respect with reference to all confidential information relating to the children, families, group users and the setting's business. We acknowledge that all personal information is highly sensitive and should be handled carefully.

However, in cases where a child's safety is potentially at risk, confidentiality will be breached and the Safe Guarding Children Policy will be implemented.

All confidential, personal records are stored in a lockable file or cabinet and are kept secure by the person in charge. Parents should have access to the files and records of their own child but will not have access to information about any other child.

Information given by parents/carers to the Supervisor/Deputy or Keyworker will not be passed on to other adults without permission. Conversations between staff members relating to issues arising at the Pre-School, which concern the children in their care, are also subject to this restriction.

Parents/carers will only be spoken to when the Supervisor/Deputy and Keyworker have discussed the issues arising and then when they feel it is appropriate to do so. Any confidential conversations between staff, Committee and parents will take place in private and within the Pre-School environment.

The Pre-School will ensure that all staff are aware of and adhere to the Confidentiality Policy. This will include parent helpers, Trustees and any people who operate on its behalf.

Breaches of confidentiality will be treated as serious and may lead to disciplinary action. Employees should not disclose information during his or her employment or at any time thereafter disclose or allow disclosure of any confidential information.

I the undersigned, confirm that I have read and fully understand this policy. I agree to abide by the provisions of this policy and understand that failure to do so may result in disciplinary action.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_