

CONFIDENTIALITY POLICY.

The work at The Group will sometimes bring us into contact with confidential information about the children and their families.

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.

We will ensure that:

- Parent/carers will have ready access to any written information about their child. But will not have access to any information about any other child at the group.
- Staff will not discuss individual children, other than for the purposes of planning/ group management. Individual children will not be discussed with any other person other than the parent/carers of that child
- Information given by parent/carers to the manager or other staff member 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 a child's personal safety will be kept in a confidential file and will not be shared within the group except with the manager and other staff on a `need to know` basis.
- Students on training courses will be advised with regard to observations and the recording of these to ensure that they respect and adhere to the group's confidentiality policy.

All the undertakings above are subject to the paramount commitment of the staff and volunteers at the group, and the priority is to the safety and well being of each child.

Please also see the group's **Child protection policy.**