

## **St Helen's Pre-school - Confidentiality policy**

The Pre-school's work with children and families brings us into contact with confidential information. To ensure that all those using and working in, pre-school can do so with confidence we respect confidentiality at all times.

Parents are able to access their child's records but not those of any other child. While it is necessary for staff to discuss individual children for the purposes of care and curriculum provision, individual children will not be discussed with the parents and carers of other children.

Information given by parents/carers will be shared appropriately with staff and will not be passed to others without parental agreement.

Any anxieties or evidence relating to the personal safety of any individual child will be kept in a confidential file, following the requirements of the Child Protection policy.

Files for children and staff are stored in a locked cupboard when pre-school is closed.

Information of a confidential or personal nature will be shared with parents discreetly.

Employment issues will remain confidential to those directly involved and to a staff member's nominated support e.g Trades Union representative.