**Confidentiality Policy**

**Statement of intent**

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.

**Aim**

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.

**Methods**

To ensure that all those using and working in the Playschool can do so with confidence, we 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. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.
* 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 in a lockable file whilst remaining as accessible as possible. More details can be found in our Data Protection Policy.
* Issues to do with the employment of staff, whether paid or voluntary, remain confidential to the people directly involved with making personnel decisions.
* Students, volunteers and other visitors to the playschool are advised of our confidentiality policy and required to respect it.
* Any member of Staff/volunteer who does not follow these procedures will be dealt with accordingly (which could lead to dismissal).
* Parents have individual logins to our online learning journals and can only access information about their own child.

All the undertakings above are subject to the paramount commitment of the Playschool, which is to the safety and well-being of the children.

Reviewed and Updated September 2021