

The Learning Tree



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 be only used to enhance the welfare of their children.

Methods:

To ensure that all those using – and working in – the pre-school can do so with confidence, we respect confidentiality in the following ways.

Parents have ready access to the 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, with a confidentiality agreement being signed.

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 filing cabinet, whilst remaining as accessible as possible.

Documentation relating to staff whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.

The role of the Key Person is to ensure parents can share confidential information regarding their child. The Key Person has a responsibility to keep this information confidential and inform the DSL if any there are any concerns.

All the undertakings above are subject to the paramount commitment of the Learning Tree which is to the safety and well-being of the child. See Child protection policy. In the case of a staff member not adhering to this policy, the disciplinary process may be implemented.

Reviewed June 2022