

Magdalen Gates Preschool Confidentiality Policy



Statement of Intent

It is our intention to respect the privacy of children and their parents/carers, while ensuring that they access high quality preschool care and attention.

Aim

We aim to ensure that all parents/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 pre-school can do so with confidence, we respect confidentiality in the following ways.

- Parents have 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, or with anyone else inside or outside the pre-school. Staff induction includes an awareness of the importance of confidentiality in the role of the key person and signing our confidentiality document.
- 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.
- Issues to do with the employment of staff or volunteers remain confidential to the people directly involved with making personnel decisions.
- Students are advised of our confidentiality policy and are required to respect it.
- Learning Stories are the property of the child's parents although copies may be taken for professionals such as speech therapists, occupational therapists etc. Records will be kept in a secure locked cupboard. Records are available to parents should they wish to see them.

These methods are subject to the paramount commitment of the preschool to the safety and well-being of the child.

Policy updated July 2015

Confidentiality of Information at Preschool

Information that we receive or hear about children, parents, carers, staff, students or volunteers is often sensitive and important. We must respect the privacy of children and their families, only using this information to enhance the welfare of the children involved. This applies to all staff, as well as students, committee members and volunteers.



Confidentiality Policy

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Staff Job Description

“To keep completely confidential any information regarding the children, families or staff which is learnt as part of the job.”

Disciplinary and Grievance Procedures

Any breach of confidentiality would be considered very serious and would result in disciplinary procedures being carried out. These procedures are detailed in the Pre-school’s policy documents.

Name.....

Position.....

Countersigned (chair / manager).....

Date.....

Signing this document acknowledges that you understand and accept the above information.