

CONFIDENTIALITY POLICY

Our work with children and their families will bring us into contact with confidential information. We aim to ensure that all parents can share information in the confidence that it will only be used to enhance the welfare of their children. We meet the requirements of the Human Rights Act 1998 with regard to protecting the individual's rights to a private family life, home and correspondence. We will only breach confidentiality where we believe that a child may be at risk of significant harm, to prevent a crime or disorder. We meet the requirements of the Data Protection Act 1998 with regard to the information kept about families, including how it is collected, stored and used. We will only share information with other professionals or agencies on a "need to know basis", with consent from parents - or without consent in specified circumstances relating to safeguarding children.

PROCEDURE

We will respect confidentiality in the following ways:-

- Parents will have ready access to the files and records relating to their own child.
- Confidential records are stored securely.
- Staff will not discuss individual children unless for the purposes of curriculum planning/management, with people other than the parents/carers of that child.
- Information given to the Manager or keyperson by parents/carers will not be passed to any other adults without prior consent.
- Students or volunteers will be advised of our confidentiality policy and required to respect it.
- Any anxieties or evidence relating to a child's personal safety will be kept in a confidential file accessed only by the child's keyperson and the Manager.
- The names of children who may have caused injury to other children while at the Pre-School are not to be disclosed to parents, or anyone other than the staff members.
- We will not seek consent from parents to share information where we believe that a child, or a vulnerable adult, may be endangered by seeking to gain consent. For example where we have cause to believe a parent may try to cover up abuse or threaten a child.
- Issues to do with employment of staff will remain confidential to people directly involved with making personnel decisions.