



Confidentiality Policy

Date: April 2023

Review Date: April 2024 (or when required)

Statement:

Pippins Preschool works with many children and their families and we recognise that we will be in contact with confidential information.

Aim:

- To ensure that all information held by Pippins Preschool regarding children, parents, carers and staff remains confidential at all times.

Procedure

- Please read in conjunction with our General Data Protection Regulation (GDPR), e-safety policy, safeguarding policy, mobile phones and camera's policy and whistleblowing policy;
- All staff and volunteers working at Pippins Preschool have read and agreed to this Confidentiality Policy;
- All staff have a duty to remain professional at all times and must treat any information discussed as confidential;
- Information about children or staff should not be discussed with ex-staff, family or friends. This will result in a written warning;
- If a member of staff overhears a private conversation and discusses it with another member of staff this will result in a written warning;
- All information on a child and their family will be kept in their own individual folder which is kept in a locked cabinet;
- Students, volunteers, parent helpers or temporary staff from outside agencies will be informed of the Confidentiality Policy and will be asked to sign a form stating they understand the Policy and will treat any information as strictly confidential;
- Parents will have access to the files and records of their own children only;
- In the event of an outside agency becoming involved in the child's development, then the sharing of the information will be discussed and agreed with the parent / carer first;
- In the event of child protection issues, it is at the senior member of staff and Designated Child Protection Officer's discretion whom information is shared with.