**Confidentiality Policy**

The pre-school’s work with children and families will sometimes bring us into contact with confidential information.

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

* Parents will have ready access to the files and records of their own children but will not have access to any other child’s.
* Staff will not discuss individual children, other than for curriculum planning/group management, with people other than the parents/carers of that child.
* Information given by parents/carers to the pre-school Supervisor or Keyworker will not be passed onto other adults without permission.
* Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
* Any anxieties/evidence relating to a child’s personal safety will be kept in a confidential file and will not be shared within the group except with the child’s Keyworker/pre-school Supervisor.
* Students on a Pre-School Learning Alliance or other recognised courses observing in the pre-school will be advised of our confidentiality policy and required to respect it.
* All the undertakings above are subject to the paramount commitment of the pre-school, which is to the safety and well-being of the child. Please also see our policy on child protection, detailed in this document.

All current staff and committee have signed the attached form to show that they have read and will abide by the policy set out above.

This policy was reviewed by Kingfisher Kindergarten Ltd

On 11th November 2018

Date to be reviewed annually

Signed on behalf of the provider

Name of signatory La-Ryne Baker

Role of signatory Owner

**Confidentiality Policy**

Please could all members of staff and committee sign to confirm that they have read, understood and will abide by our Confidentiality Policy:

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| --- | --- | --- | --- |
| **Name** | **Position** | **Date** | **Signature** |
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