

## Moulton Pre-School – Confidentiality Policy

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<b>Approved and signed by:</b>	Moulton Pre-School Committee
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<b>Review Date:</b>	September 2021



**MOULTON PRE-SCHOOL**  
**Confidentiality Policy**

***Moulton Pre-school is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment.***

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 information about any other child.
- Staff will not discuss individual children, other than for purposes of curriculum planning/group management, with people other than the parents/carers of that child.
- Information given by parents/carers to the pre-school leader or keyperson will not be passed on to 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 keyperson/Manager and the chairperson/vice chair of the management committee.
- Students on Pre-school Learning Alliance or other recognised qualifications and training, when they are 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 wellbeing of the child. Please see also our policy on safe guarding.