



Confidentiality Policy

The setting works with children and families and this will sometimes bring us into contact with confidential information.

To ensure that all those using and working in the setting 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.

Staff, students and volunteers must ensure that all aspects of the business are kept confidential and not discussed outside of the premises.

Information given by parents/carers to the manager, deputy or keyworker 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 keyworker/manager and the owner/director.

Students on Pre-school Learning Alliance or other recognised qualifications and training, when they are observing in the setting, will be advised of our confidentiality policy and required to respect it.

All the undertakings above are subject to the paramount commitment of the setting which is to the safety and wellbeing of the child. Please see also our policy on child protection.

This policy was adopted at a meeting of Kidstime held on

.....(date)

Signed on behalf of Kidstime @ St Josephs School

Reviewed by.....***Date***.....