



The Secret Garden Pre-school  
Wellington Avenue  
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## 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 access to the files and records of their own children but will not have access to information about any other children.
- Staff will not discuss individual children, other than for purposes of curriculum planning / group management, with any other than the parents/ carers of that child.
- Information given by parents/ carers to the pre-school manager or key carer 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 key carer or pre-school manager.
- Students on any childcare related courses in the pre-school will be advised of our confidentiality policy and required to respect it. They will sign a student agreement form.
- The pre-school is committed to the safety and security of all children and therefore on occasions may need to work with outside agencies to provide information. Where abuse is suspected the pre-school will do all in its power to pass on information for the wellbeing of a child.

The pre-school adopted this policy on ...7<sup>th</sup> January 2011.....

By Hayley White

Signed on behalf of the staff..... *HWhite*.....