



Policies

CONFIDENTIALITY POLICY

Hatch Warren Under Fives and Kempshott Under Fives Preschool, will hereafter be referred to as the "Preschool".

In order to ensure that all those using and working in the Preschool 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 with anyone other than the parents/carers of that child, other than for purposes of curriculum planning or group management. Any discussions with parents/carers will take place in private.
- Information given by parents/carers to the Preschool Manager or Key Person will not be passed on to other adults outside of the group without permission unless the information raises concerns over child protection.
- Issues relating to employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- Any anxieties 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 Preschool Manager, the child's Key Person and the Management Committee Chair Person. (See Safeguarding Children Policy).
- All visitors entering the Preschool are advised of our confidentiality policy and are required to sign confirmation that they have read, understood and will abide by the policy.
- Volunteers working in the Preschool are made aware of our confidentiality policy, when they come in & sign the visitor's book.
- With the exception of Hatch Warren and Kempshott Under Fives own dedicated Facebook page, entries on to Facebook or other social networking sites should make no reference to the Preschool, staff, children, committee, students or volunteers.
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This policy was adopted at a meeting of the Preschool held on:

Signed on behalf of the Preschool _____

PLEASE SIGN BELOW TO CONFIRM YOU HAVE READ AND UNDERSTOOD THE GROUP'S CONFIDENTIALITY POLICY

[illegible]