



Policies

STAFF 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.

Any concerns 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.

Issues relating to employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.

Entries on to Facebook or other social networking sites should make no reference to the Preschool, staff, students, children, volunteers or the committee.

Issues relating to the business and staffing of the Preschool will remain confidential to the people directly involved. Information will not be passed onto persons outside of preschool employment.

This policy was adopted on:

Signed on behalf of the Preschool