

BHBC PRESCHOOL

CONFIDENTIALITY POLICY

The Preschool's work with children and families will sometimes bring us into contact with confidential information.

1. To ensure that all those using and working in the Preschool can do so with confidence, we will respect confidentiality in the following ways:

1.1. Parents will be given access to the files and records of their own children on request, but will not have access to information about any other child.

1.2. Staff will not discuss a child with people other than staff members and/or the parents/carers of that child.

1.3. Information given by parents or carers to the Preschool supervisor or key worker will not be passed on to other adults without permission.

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

1.5. Any anxieties/evidence relating to a child's personal safety will be treated confidentially and in accordance with the Child Protection legislation

1.6. Students on recognised qualifications and training when they are observing in the Preschool will be advised of our confidentiality policy and will be required to adhere to it.

All the undertakings above are subject to the paramount commitment of the Preschool that is, to the safety and well-being of the child. Please see also our policy on child protection.

Legal Framework

- Data Protection Act 1998
- Human Rights (Amendment) Act 2004

This policy was adopted by the Manager of BHBC PRESCHOOL ON 9th September 2014.

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Name of signatory: JUNE SAINSBURY

Role of signatory: Manager