

Confidentiality and Privacy Policy

**Policy statement**

It is our intention to respect the privacy of our children, parents/carers and staff. Furthermore, we aim to ensure that all parents/carers and staff can share their information in the confidence that it will only be used to enhance the welfare of the child/ren.

Methods:

* Parents have ready access to the learning journal of their own child. These Learning Journals are kept in a cupboard in the main room, which can be accessed and contributed to by staff, the child and the child’s parents.
* Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child’s needs.
* Personal information about children, their families and staff is kept securely in a lockable cupboard or on an encrypted laptop whilst remaining as accessible as possible.
* Issues to do with employment of staff, whether paid or unpaid will remain confidential to the people directly involved with the making of personnel decisions. This would be the Committee of Trustees, who would sign a confidentiality form.
* Parent/Carers who help during a session are advised of our confidentiality policy and sign a confidentiality and privacy agreement.
* Information about your child may at times need to be passed onto outside agencies, as per our safeguarding and information sharing policies.

This policy was reviewed on 14th May 2018

This policy will be reviewed annually or on a need to do basis.

Signed on behalf of Pavilion Pre-School Committee: ------------------------------------------

Signed by Pre-School Manager: ---------------------------------------------------------------------