

# Harrold Pre-School Policies



## **Confidentiality Policy**

The requirement to seek personal information from parents and staff members, and to make observations of children to monitor their development, will bring staff and committee members into contact with confidential information.

The sharing of confidential information with others is often essential to ensure appropriate actions can be taken. However, the individual possessing the information needs to consider carefully what information the other person "Needs to Know".

### **PROCEDURE**

To ensure that all those using and working in the pre-school can do so with confidence:

- We will provide parents with access to the files and records of their own children, but will not permit access to the records of any other child.
- Staff will not discuss individual children, other than for purposes of curriculum planning/group management, with people other than the parent of that child, other staff members, or committee members.
- Staff issues will remain confidential between the pre-school leader and committee members.

Staff members have access to the files and records maintained on them, but they will not be permitted access to the records of any other members of staff. This does not apply to those members of staff that are employed in a line management role.

- Any concerns or evidence relating to a child's personal safety will be kept in a separate confidential file and will only be shared with staff members on a need-to-know basis.
- Students on recognised courses, and Parent Helpers, will be advised of our confidentiality policy and will be required to respect it.