

## CONFIDENTIALITY

The Pre-School's work with children and their families will sometimes bring us into contact with confidential information. It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality early years care and education in our setting. We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children. There are record keeping systems in place that meet legal requirements; means of storing and sharing information take place within the framework of the Data Protection Act, the Human Rights Act and the General Data Protection Regulations (GDPR) 2018. 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, other than for the purpose of curriculum planning or group management, with people other than the parents/carers of the child.

Information given by parents/carers to the Pre-School Supervisor or Key Person will not be passed to other adults without permission.

Any anxieties/evidence relating to a child's safety will be kept in a confidential file and will not be shared within the group except with the child's Key Person, Pre-School Supervisor and designated person for Child Protection.. Procedures for parents requesting access to any confidential records held on their child will be provided on request.

Students on placements at the Pre-School will be advised of our confidentiality policy and will be required to respect it.