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| Name of Policy: | **Confidentiality Policy** |
| Name of Setting: | **Busy Bees Pre-school**  |
| Overall Aim of Statement: | To ensure that all those using and working in the pre-school can do so with confidence, we will respect confidentiality. |
| Specific Objectives/ Statements and Procedures for how you will achieve each one: | 1. What procedures are in place for storing records for:
	* Parents will have 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 purposes or curriculum planning/group with people other than the parents/ carers of that child.
	* We will ask for parent consent to share information with relevant professionals, for example another setting the child attends or has attended, health professionals, the primary school child will be going to.
	* Information given by parents/carers to the pre-school or key worker will not be passed on to other adults without permission.
	* Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decision.
	* Any anxieties/evidence relating to a child’s personal safety will be kept in a confidential record book and will not be shared within the group except with the key worker/pre-school leader and the Chair of the committee.
	* Students on Pre-school Learning Alliance or other recognised courses observing in the pre-school will be advised of our confidentiality policy and required to respect it.
	* Busy Bees will respect confidentiality where required particularly at committee meetings.
	* If a parent wishes to discuss their child’s progress, behaviour or general wellbeing then this will be done in a private manner so that full confidentiality can be up held. Individual cases will not be discussed in the earshot of other parties especially at drop of time. Parents can discuss their individual case at any time but please allow for the environment to be conducive to discuss in private.
	* Any volunteers/parents/visitors must adhere to the confidentiality policy and must not discuss any matters or incidents outside the premises but must make a member of staff aware of concerns situations where it will be dealt with appropriately.

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| Useful websites | [www.safeguardingchildren.co.uk](http://www.safeguardingchildren.co.uk) [www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk) ww.ofsted.gov.uk www.dh.gov.uk |
| References to other relevant policies: | What relationship will this policy have to others? E.g. Child Protection, Staff Disciplinary Procedures, etc. |
| Policy Monitoring and Evaluation Information: | Staff And Chairperson |
| Signature | R Lily |
| Review Date and next review due date: Reviewed Jan 15 – next review Jan 16 |