

## PRE-SCHOOL CONFIDENTIALITY POLICY

Information received by the pre-school is often confidential and in order to maintain parent's confidence in our professional approach to this information our pre-school ensures:-

- Parents can see the details kept about their child and themselves at any time.
- Parents will not be given access to the information kept on other children and their families.
- Feedback given to parents on the children's progress will be given directly to the parent unless they state a third party can be involved, e.g. a child minder or nanny.
- Information about a child's medical needs or status e.g. HIV or concerns about Child Protection issues will be kept in a separate file and will only be available to authorised personnel.
- Students and other visitors to the pre-school will be made aware of the importance of confidentiality of information and their responsibility within the group.
- Information about individual members of staff will not be given out to anyone without permission of that person except in case of Child Protection.