



Confidentiality Policy

Woodcroft pre-school and wrap around care aims to give complete confidentiality on conversations between staff to parent; parent to staff; staff to trustees; trustees to staff; parents to trustees and trustees to parents. Staff, volunteers, parents and trustees are aware of the confidentiality and those issues which must be kept confidential, and those, which must be disclosed e.g. to social services.

We will respect confidentiality in the following ways:

- Parents/ carers will have access to the files and records of their own children.
- Staff will not discuss individual children with people other than the parents/carers.
- Information given to the pre-school Manager or Keyworker will not be passed on to other adults without permission unless it is paramount to the safeguarding of the child, please see safeguarding policy.
- Issues to do with the employment of staff (paid or unpaid) will remain confidential to the people directly involved with making personnel decisions.
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will be shared with the staff.
- Students who are observing in the pre-school will be advised of our confidentiality policy and required to respect it and asked to sign a form.

All the above undertakings are subject to the paramount commitment of the pre-school, which is to the safety and well being of the child. Please also see our child protection policy.

This policy adopted October 2019, signed
Director Secretary
Woodcroft Pre-school and Wrap Around Care