



## **Confidentiality Policy**

The information that the Pre-school keep on record regarding personal details, such as registration forms, staff details, and children's information, are treated as private and confidential.

To ensure that confidentiality is maintained we;

- Give parents free access to their own child's developmental records but they will not have access to information about any other child (excluding Tapestry – where a signed agreement is in place).
- A written request must be made for personal and personnel files and information relating to the staff and or children.
- Data protection regulations are taken into consideration at all times.
- Information given to or held with regard to parents, carers and children will not be passed onto third parties without permission unless the information relates specifically to a child protection concern.
- The information obtained regarding employment of staff will remain confidential to the people directly involved with making personnel decisions.

Staff, trainees, and work experience students are made aware of the company's confidentiality policy through the induction process. If you have any matter you wish to discuss privately please ask and arrangements will be made.

### **Ensuring and maintain confidentiality:**

- Copies of Disclosure forms cannot be kept on site and in no circumstance longer than an initial period of six months. This is in accordance with the data protection act.
- Staff must not discuss any matter concerning children in our care outside of the Pre-school.
- Photos of children taken at the setting must not be given out to parents without prior consent.
- Photos must not be sent via text message or posted on the internet and only by email with the parents consent.
- Under no circumstances are staff allowed to take pictures of children on their mobile phones- Mobile phones should not be used during working hours for any reason. Exceptions may be made at the discretion of the manager in the case of an emergency.
- Staff must not disclose confidential information on social networking sites (please see mobile phone and social networking policy for more details).
- Ensure that all children's records and observations are stored appropriately.
- A breach of confidentiality may result in dismissal.