



Confidentiality Policy

Statement of Intent

TreeHouse pre-school's work with children and families will sometimes bring us into contact with confidential information.

To ensure that all those using and working within the Pre-School can do so with confidence, we will respect confidentiality in the following ways:-

Methods

- 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. All records pertaining to children and or parents / carers will be stored securely onsite and will not be removed from the premises*.
(It has been approved by Ofsted that staff may on occasion take Learning Journeys off-site, under strict terms & conditions.)*
- Staff will only record information that is required for Learning Journeys, health and safeguarding purposes.
- Staff will not discuss individual children, other than for the purposes of curriculum planning/group management, with people other than the parents/carers of that child, unless prior written agreement is given to share information with outside agencies (i.e. SALT or Health Visitor). Please refer to our Child Protection policy for incidences regarding safeguarding.
- Information given by parents/carers to the Pre-School Leader or Key person will not be passed on to other adults without permission.
- Issues to do with the employment of staff, whether paid or un-paid will remain confidential to the people directly involved with making personal decisions.
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the group except with the Designated Safeguarding Leads. The DSLs may share the information with the Pre-school Leader and Key Person if they feel it is necessary for the safety and wellbeing of the child.

- 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.

The legal framework of this policy is:

- Data Protection Act 2018 (Including GDPR)