



Meadow Drive, Horringer, Suffolk, IP29 5SB
Tel: 01284 735181 E: manager@horringerpreschool.co.uk
Charity: 1164658

Confidentiality Policy

This policy aims to ensure the confidentiality of the children, staff and volunteers within our setting is respected at all times. We ensure that all staff, volunteers, committee, trustees, parents and carers are familiar with the confidentiality procedures at all times.

Horringer 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 in the pre-school can do so with confidence we shall uphold confidentiality by:-

- Allowing parents' access to their own children's Learning Journeys at all times, through a secure online website. Parents will sign a form to show they understand the importance of keeping their children's account information secure, away from social media and to allow the setting to upload photos to their child's learning journey **(Please refer to Learning Journey Policy)**. We will obtain signatures on enrolment to permit us to transfer records and other confidential information to other settings and children's transitional primary school.
- Staff will not discuss individual children other than for the purpose of curriculum planning/group management and only with staff dealing directly with the child.
- Staff must gain parental permission before discussing a child's needs with outside professionals or other settings that the child may be attending.
- Confidential information given by parents/carers to the Pre-School Leader or child's Key Person will not be passed on to other adults without permission, unless it is a safeguarding concern. **(Please refer to Safeguarding Policy)**
- Issues to do with employment of staff, volunteers, students and parent helpers will remain confidential to the people directly involved.
- Any concerns or observations relating to a child's personal safety will be recorded with date and time and signed and filed away from the child's general records in a locked



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cabinet. Such records should only be shared with those directly involved in the child's care and the Safeguarding Officer. Other children's names are kept confidential when details are recorded in the incident book.

- All staff, students and volunteers will receive a copy of this policy and adhere to the guidance. Failure to do so will result in dismissal.
- Horringer Pre-School has a Facebook Account. This is only used to pass on information about events, opening times and general information. When staff/volunteers/committee/parents/carers are using social networking sites they must adhere to the above confidentiality procedures in regards to Pre-School business.
- Photographs of Pre-School events should not be posted on social networking sites unless the user has prior permission from all parties involved.
- All the above undertakings are to promote the safety and wellbeing of the children and families of Horringer Pre-School. You will find more collaborative information to support these in the following policies;

Safeguarding Children Policy, Staff Behaviour Policy, Social Networking Policy, Learning Journey Policy.

As a caring organisation with direct responsibility for children, our first concern is your child's welfare in all its aspects. There may be occasions when we have to consult and disclose information to other agencies **before** we contact Parents/Carers. This is in particular in relation to child protection.

Staff and students will be advised of our confidentiality and data protection policy and are required to respect it.