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Document.	005	Confidentiality Policy			
Revision	08	Approved By	KT	Approval Date	24/10/2023

Scope

This policy applies to all provision for early years aged children, and also – where appropriate – to before and after school provision and walking bus provided by Duchy Pre-school and Playgroup for primary school aged children attending The Duchy School in Bowley Meadow.

Statement of intent

It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access the high quality care and education provided at the Duchy Pre-school & Playgroup

Aim

We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

Methods

To ensure that all those using - and working in - the setting can do so with confidence, we respect confidentiality in the following ways.

- Parents have ready access to the files and records of their own children but do not have access to information about any other child.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.
- Any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a "need-to-know" basis.
- Personal information about children, families and staff is kept securely in a lockable file whilst remaining as accessible as possible.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students on Pre-school/Playgroup Learning Alliance or other recognised qualifications and training, when they are observing in the Pre-school/Playgroup, are advised of our confidentiality policy and required to respect it.
- From time to time issues relating to specific individuals (parents, children or staff) will need to be discussed at Trustee Meetings. Details of these discussions will never be included in general minutes which will be placed into the public domain. Confidential issues will be minuted under "Part II" minutes, which will be restricted circulation. Copies of part II minutes will be available for review at Committee meetings, but will not be removed from the meeting. One signed copy will be retained by the chair, and all other copies will be securely destroyed.
- All parents volunteering as parent help will be reminded of our Confidentiality policy, and advised to address any questions arising from what they have seen or heard whilst helping in the setting to the Supervisor of the session.

All the undertakings above are subject to the paramount commitment of the Pre-school/Playgroup, which is to the safety and well-being of the child.

Approved by (signature)	
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Please see also:

- our policy on child protection – Safeguarding Children Policy 0022 .
- Privacy Notice
- Record Keeping Policy
- Confidentiality, recording and sharing information procedure

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Responsibility for periodic review	Personnel Sub-committee
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Document History

Rev	Changes	Date	Approval
00	Previous changes incorporated for AGM	17/05/10	AGM
01	Review for AGM	15/11/11	AGM
02	Addition of scope statement	02/01/14	PNW
03	Reviewed	22/05/19	LP
04	Reviewed	01.01.20	NL
05	Reviewed	14.7.21	NL
06	Reviewed	30.9.22	NL
07	Added Privacy Notice and Record Keeping Policy & Confidentiality, recording & Sharing information procedure as references	7/2/23	KN
08	Reviewed	24/10/2023	KT

Approved by (signature)	
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