

Stower Vale Pre-School

CONFIDENTIALITY POLICY

It is a legal requirement on the Pre-School to hold information about the children using the pre-school/After School Club and the staff. Basic information is used for registers, invoices and for emergency contacts, however all records will be stored in a locked cabinet.

The staff through their close relationship with both the children and their parents may learn more about the families using the pre-school. All staff are aware that this information is confidential and only for use within the pre-school setting. If any of this information is requested for whatever reason, the parent's permission will always be sought.

If, however, a child is considered at risk our Safeguarding Children Policy will override confidentiality if it is believed that sharing information will be of benefit to the child, especially if it is felt that the child may be at risk of significant harm.

All student placements and Committee Members will be asked to sign to say they are aware of our Confidentiality Policy.

If parents/carers wish to talk to a Staff Member or Committee Member in private we would try to accommodate this within the building, either in the kitchen or the lobby. We can also make arrangements to meet after sessions or request to use a room in the school.

Agreed by.....

Authorised signatory.....

Date.....

Date of review.....