

Ravenside Pre-School

CONFIDENTIALITY

General Legal Requirement

- *The provider must take necessary steps to safeguard and promote the welfare of children.*
- *Providers must maintain records, policies and procedures required for the safe and efficient management of the settings and to meet the needs of the children.*

POLICY

Information received by the setting is often confidential and in order to maintain parents confidence in our professional approach to this information our setting ensures -

PROCEDURES

- All parents can see the details kept about their child and themselves at any time.
- Parents will not be given access to the information kept on other children and their families.
- Feedback given to parents on their children's progress will be given directly to the parents unless they state a third party can be involved e.g. a childminder or nanny.
- Information about a child's medical needs or status i.e. HIV or concerns about Safeguarding issues will be kept in a separate file and will only be available to authorised personnel.
- Staff, students and visitors to the setting will be made aware of the importance of confidentiality of information and their responsibility within the setting.
- Information about individual members of staff will not be given out to anyone without permission of that person except in case of Safeguarding.

- Data protection regulations will be followed and explained to parents when they first start.
- All confidential information will be stored securely.

Agreed on

Reviewed on