

**Confidentiality Policy**

**Policy Statement**

Definition: Confidential information is information of some sensitivity, which is not already lawfully in the public domain or readily available from another public source, and which has been shared in a relationship where the person giving the information understood it would not be shared with others. (Information Sharing: Practitioner Guide)

In our setting, staff and Managers can be said to have a ‘confidential relationship’ with families. It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality early years care and education in our setting. 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. There are record keeping systems in place that meet legal requirements; means of storing and sharing that information take place within the framework of the Data Protection Act and the Human Right Act.

**Confidentiality Procedures**

We always check whether parents regard the information they share with us is confidential or not.

Some parents sometimes share information about themselves with other parents as well as staff; the Pre-School cannot be held responsible if information is shared beyond those parents whom the person has ‘confided’ in.

Information shared between parents in a discussion or training group is usually bound by a shared agreement that the information is confidential to the group and not discussed outside of it.

If staff become aware of any information about a child or their family which they consider to be sensitive or confidential they must inform the Pre-School Manager.

Children and their families should never form the topic of general discussion. Similarly, other staff, the Pre-School or the Pre-School Committee should never be spoken about adversely in front of children or parents.

Staff are not to discuss other children with parents and should ensure privacy around sensitive subjects. For example if is an incident of biting staff must not discuss this with parents other than those of the child exhibiting the behaviour.

Staff, are not to discuss other members of staff with parents and are not permitted to give out telephone numbers or addresses of either staff or children.

The Pre-School practices and policy statements are the property of the Pre-School and are not to be passed on to friend or relatives that work within the childcare sector.

It is imperative that staff display a professional approach at all times and maintain the integrity of the Pre-School. All gossip regarding children, parents or staff members is unnecessary and by passing it on you undermine your professionalism and invite others to talk about you. In the extreme, gossip can wreck families, ruin your Pre-School’s team spirit and bring down the quality of care that we all strive to provide.

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| **This policy was adopted by**: |
| **On (date)**: |
| **Date to be reviewed**: September 2024 |
| **Signed on behalf of the**  **Management Committee**: |
| **Name of Signatory**: |
| **Role of Signatory (e.g. Manager)**: |