

Confidentiality Policy

In order to maintain trust and openness within the pre school, we ask that everyone involved in the pre school follow a confidentiality code.

Staff

All dealings with parents will be treated in confidence and will only be shared with other members of staff on a need to know basis. Staff will only discuss a child's progress or behaviour with his/her parent. All staff sign to confirm they understand the confidentiality policy during their induction.

Committee

Committee members must treat all information relating to children and parents at the group in strict confidence. They must not discuss any issues with non-committee members and information should only be shared on a need to know basis.

Parent helpers/ temporary staff/ placements

Parents must treat any situations they witness, comments made by children, comments made by staff, and comments made by other parents as confidential. Any areas of concern should be referred in confidence to the Safeguarding Lead (Margaret Smithers) – please see the Safeguarding Policy for further details of how/when to refer.