

20. Confidentiality Policy

Statement of intent

It is our intention to respect the privacy of children and their parents/carers, while ensuring that they access high-quality early years care and education. We will also respect the privacy of the staff, volunteers and students who are employed by or are on placement with Welford Pre-school.

Aim

We aim to ensure that all parents/carers can share their information with Welford Pre-school staff, in the confidence that this information will only be used to enhance the welfare of their children.

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

Working with Children and Families

- Parents/carers have ready access to the files and records of their own children but do not have access to information about any other child.
- Staff/Volunteer/Student induction includes an explanation aimed at raising awareness of the importance of confidentiality.
- We recognise that work with children and families sometimes involves staff and the Management committee members dealing with confidential information.
- Any concerns/evidence relating to a child's development and personal safety are kept in secure, confidential files and are shared with as few people as possible (other professionals such as speech and language therapists or educational psychologists) depending on their involvement with the family. We will inform parents/carers about any information sharing and obtain permission first, except where there is a safeguarding issue. See the Safeguarding policy for further information.
- Personal information about children, families and staff is kept in a lockable cupboard whilst remaining as accessible as possible.
- Social networking: staff are advised that they are not permitted to discuss any matters relating to Welford Pre-school children or their families, on any form of social media.
- All those on the Pre-school committee sign a code of conduct form.

Employer/Employee Relationship

- Issues relating to the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- The employment of staff is a management committee responsibility and all issues regarding the employment and management of staff is confidential to the people directly involved, i.e. the staff member and those involved with making personnel decisions.
- Individual records are kept for each staff member in confidential personnel files. Staff are able to look at their own personal record.
- Staff's personal details cannot be passed to another person without their prior knowledge and consent.

Date reviewed	13/10/2025
This policy was adopted at a meeting of Welford Pre-school held on	23/10/2025
Signed on behalf of the Committee	
Role of signatory	Chair