**CONFIDENTIALITY POLICY:**

**This policy should be read in conjunction with the: Data Collection Policy, Disciplinary Procedure, Grievance Policy, Health, Safety and Welfare at Work, Code of conduct for Parents/carers, Staff Code of Conduct, Parent partnership Policy, Safeguarding Children Policy, Photography Policy, Public Disclosure Policy and E-Policy. Also correlates with the EYFS April 2017 – sections: 2.5, 3.68, 3.69, 3.70, 3.71 all of which set out the frameworks for supporting Parents, carers, staff and children.**

Patcham Village Pre-school’s work with children, families, staff and relevant outside agencies will sometimes bring us into contact with confidential information.

To ensure that all those using and working in Patcham Village Pre-school can do so with confidence, we will respect confidentiality in the following ways:

* Confidential information and records about staff and children is kept secure and only accessible and available to those who have a professional need to see them. Parents will have ready access to any files or records of their own children, but, will not have access to any information about any other child. Exception to the release of information will be if disclosure of information could cause concern for a child’s/practitioner’s safety; for example – safeguarding issues or provided it has no relevant exemptions apply to their disclosure under the DPA.
* Any information, records or policies which staff are forwarded, have access too or learn through working at Patcham Village Pre-school is subject to confidentiality and must not be shared beyond the pre-school.
* Information given by parents to pre-school manager/Supervisors will not be passed on to other personnel if it is not deemed necessary.
* Issues relating to the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
* Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the group except with the child's key-person, Pre-school manager/supervisor.
* Students, Parent helpers, and parents who stay during their child's settling in period, will be advised of our confidentiality policy and required to respect and adhere to it.
* Patcham Village Pre-school have regard for, and are fully aware of their responsibilities under the General Data Protection Regulations (GDPR) 2018 and where relevant the Freedom of Information Act 2000.
* A breach of confidentiality will result in disciplinary action against offending staff member.
* Records relating to individual children, parents and staff will be retained for a set time as set out by Patcham Village Pre-school’s Data Collection Policy.

This policy was reviewed on 28th July 2020 and replaces that which was adopted by Patcham Village Pre-school on 5th July 2019.

Signed by

Manager (Janet Hornsby)

Date: