



## Confidentiality Policy

The Kindergarten's work with children and families will sometimes bring team members into contact with confidential information. To ensure that all those using and working in the Kindergarten can do so with confidence, we will respect confidentiality in the following ways:

- Parents/carers will have ready access to the files/Tapestry and records of their own children, but will not have access to information about any other child.
- Team members will not discuss individual children, other than for the purposes of curriculum planning/group management, with people other than the child's parents/carers.
- Information given by parents/carers to the Proprietor/Manager or their Key Person will not be passed on to others external to the Kindergarten, except SPA, Social Services or other outside agencies where necessary, without permission.
- Issues to do with employment of the team, whether paid or unpaid will remain confidential to the people directly involving with making personnel decisions.
- Student placements in the Kindergarten will be advised of our confidentiality policy which they are required to respect.
- Records of children presently attending the Kindergarten will be retained on the premises. Such records as are available for children no longer attending will be retained at the Proprietor's home address for two years.
- Before having parents in to help during sessions, they are asked to read and sign our Parent Helpers' Information sheet, which details our confidentiality information below.

### Confidential Information for Parent Helpers

Occasionally in the nursery you will become aware of information about children which is confidential or private to the child or their family. This is a delicate matter that requires a great deal of tact on your part. Any information that leads you to believe a child is at risk must be mentioned to the Manager or your Key Person. But **any** conversation with parents outside is a breach of the school's confidence. It is very important to treat anything you hear or see in the nursery with regard to particular children as being in absolute confidence and entirely a matter within the nursery. Similarly you may find that parents who are friends will ask about progress or behaviour of their children in school. Again, this is a matter requiring a great deal of tact on your part and it is important that you suggest that if they are worried in any way about their child then they must discuss the matter themselves with their Key Person. It is a tricky area, but we thank you for your understanding.



This policy was adapted by -

The Director, Managers and Team of Windsor Kindergarten

Date -

January 2017

Date to be reviewed -

January 2018

Name of signatory -

Tanya Webber