



Little Ducklings Pre-School

Confidentiality Policy

In order to ensure that everyone using and working in Little Ducklings Pre-School can do so with confidence we will ensure that:

- All details of children and family attending the Pre-School are stored in the office and documents that are particularly confidential will be stored in a locked filing cabinet within that room. When children have left the Pre-School, any documents that do not have to be kept by law will be destroyed.
- Parents are welcome to see any records concerning their own child's development at any time, but will not have access to information about any other child. Each child's records will only be seen by members of the Pre-School team, the child's receiving school and, if necessary, by educational specialists working with the Pre-School, in which case parental consent will be required.
- Staff and members of the committee will not discuss individual children, other than for the purposes of curriculum planning or group management, with anyone except the parents / carers of that child, unless, in exceptional circumstances, they have reason to believe that the child may be at risk from the parent / carer (see Safeguarding policy).
- Any anxieties relating to a child's personal safety will be kept in a separate confidential file, and will only be shared with those who need to know (see Safeguarding policy).
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to those directly involved with making personnel decisions.
- With regard to social networking staff should;
 - Not make work related comments under ANY circumstances
 - Think about who their 'friends' are and what they are writing online
 - Use all available privacy settings to ensure that their private lives stay private
 - Remember that perceptions are very important and that what they say and do reflects on Little Ducklings
- All Committee members, staff, students and volunteers working in Little Ducklings Pre- School will be advised of our confidentiality policy, and required to adhere to it.

Signed on behalf of Little Ducklings Pre-School: _____

Position: _____