



Strawberry Hill Pre-School

Confidentiality Policy

All information on children, families and anyone working at Strawberry Hill Pre-School is kept securely and treated in confidence. Information will only be shared if the parents/carers/co-workers give their permission or there appears to be a child protection issue. All details will be kept confidential and records are kept secure.

How we put the statement into practice

All parents receive a copy of our policies and procedures, which detail how we run the setting.

The pre-school complies with the Data Protection Act and the EYFS. All written records will be kept securely locked away.

We maintain a record of parent(s)' and/or emergency contact details, the contact details of the child's GP and appropriate signed consent forms.

If a child is identified as a child in need (section 17 of the Childrens Act 1989) we will, normally with the parents' permission, give appropriate information to referring agencies.

We expect parents to inform us of any changes in the child's home circumstances, care arrangements or any other change which may affect the child's behaviour such as a new baby, parents' separation, divorce or any bereavement.

All information shared will be kept confidential and will not be disclosed without the parent(s)' consent, except as required by law, for example, there appears to be a child protection issue. Please see our Child Protection Policy.

Ofsted may require to see records at any time.

Parents have the right to inspect all records about their child at any time.

All accidents are recorded in an accident book. All accidents and injuries will be reported to the company providing our public liability policy, however trivial, to enable a claim number to be allocated.

All significant incidents are recorded in an incident book and will be shared and discussed with parents so that together we can work to resolve any issues.

If we keep records relating to individual children on our computer we will ask for the parent(s)' permission. The information will be securely stored to prevent viewing of the information by others. Only the staff of the pre-school will have access to the pc which will be locked away when not being used.

Parent Signature _____ Date _____

Policy written on 19 November 2010 by Lisa Neagle

Reviewed on 8.9.11, 8.9.12, 8.9.13, 10.9.14

Next review date 9 September 2015

All staff members to sign this policy to show that they have read, understood and agree with it.

Staff Name _____ Staff Signature _____

Staff Name _____ Staff Signature _____

Staff Name _____ Staff Signature _____

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