

Squirrels Pre-School Rugby Ltd

c/o Paddox Primary School

Fareham Avenue

Rugby

Warwickshire

CV22 5HS

01788 576167

www.squirrelspreschool.webeden.co.uk

**Confidentiality Policy**

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| **A Unique Child** | **Positive**  **Relationships** | **Enabling**  **Environments** | **Learning and**  **Development** |
| **Keep children safe** | **Sensitive and responsive to the needs of others** | **Value all people** |  |

Squirrels Pre-School's work with children and families will sometimes bring us into contact with confidential information, relating to children and their families and the running of Squirrels.

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

* Parents may request access to the files and records of their own children under the Data Protection Act (1998) but will not have access to confidential information about any other child. Exemptions for the release of information may be applied if the pre-school feel a child or other individual could be at harm from the outcome.
* Staff will not discuss individual children, other than for purposes of curriculum planning/group management, with people other than the parent/carer of that child, or outside agencies on a "need to know" basis.
* Information given by parents/carers to the pre-school manager or relevant staff will not be passed on to other adults without permission.
* Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personal decisions.
* Any anxieties/evidence relating to a child's personal safety will be kept in a locked confidential file and will not be shared within the group except with the relevant staff/Pre-School Manager and the Directors if necessary.
* Students on work experience or other recognized courses observing in Squirrels Pre-School will be advised of our confidentiality policy and required to respect it. Students will be required to seek written permission from parents when observing their child for qualification/training purposes.

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REGISTERED CHARITY No. 1054932

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* All staff, directors, regular work placement students and volunteers will maintain confidentiality at all times and not discuss their observations outside Squirrels, and raise any other concerns they may have with the child’s Key Person, Pre School Manager or Board of Directors.
* Personal information about children, families and staff is kept in a lockable cupboard whilst remaining as accessible as possible.
* Any matters discussed at Board of Director meetings, concerning the running of Squirrels Pre School must remain confidential to those involved in the discussion.
* Anyone who requests any information about a child or member of staff must provide evidence of authorization before any information will be given.

All the undertakings above are subject to the paramount commitment of the pre-school, which is to the safety and well-being of the child. Please also see our policy on safeguarding children.

This policy was adopted at a meeting of Squirrels Pre-School Rugby Ltd………………………………………………………………………………………………………………………..

Signed on behalf of the Board of Directors…………………………………………………………..

Date of policy review January, 2022

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