



Isleham Preschool

3a Malting Lane Isleham Ely Cambs CB7 5RZ

Confidentiality Policy

Relevant Acts and Legislation

2018 Version

- Data Protection 2018
- Human Rights 1998
- Children's Act 1989 All up-dates these Acts apply.
- The Statutory Framework for the Early Years and Foundation Stage 2017

Policy links : Employment, Safeguarding and Whistle Blowing.

Isleham Pre-School's work with children and families will sometimes bring us into contact with confidential information.

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

- Parents will have access to the files and records of their own children but will not have access to information about any other children.
- All information relating to the individual child e.g. Learning Journey, Learning and Development Plans, reports, observational materials and personal files are kept in a locked cabinet.
- The staff will not discuss individual children, other than for the purpose of curriculum planning/group management, with people other than the parent/s/carer/s of that child.
- Information given by parent/s/carer/s to the Pre-School Manager or keyworker/s will not be passed on to other adults without permission.
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the setting except with the child's keyworker, the Manager and the Deputy Manager.
- Students on work experience or other recognised childcare courses will be advised of our confidentiality policy and required to respect and up-hold this policy.
- All families attached/affiliated with Isleham Pre-School fall under this above mentioned policy. Accordingly, they may attend our scheduled 'stay and play days' however, if this policy is breached they will not be invited to participate in this type of activity again. Moreover, the Manager or Deputy Manager will caution them.



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All the undertakings listed above are subject to the paramount commitment of Isleham Pre-School, which is to the safety and well being of children. Please see our Safeguarding Children/Child Protection and Whistle-blowing policies.

This policy was up-dated and reviewed at a Committee Meeting at Isleham Pre-School

Signed on behalf of the pre-school.....Date.....

Reviewed...March 2019.....