



Confidentiality Policy

2024-2025

Confidentiality Policy Parents, children and staff have a right to expect that Enchanted Wood Preschool will hold information about them in confidence. This information is used for registers, invoices and for emergency contacts. However, all records will be stored in a locked cabinet in line with data protection registration. Confidentiality is central to trust between parents and staff.

Handling of confidential personal information must:

- Promote, Support and protect the privacy, dignity and rights of preschool service users.
- Command the support of service-users, the public, staff, students, volunteers and partner services.
- Comply with best practice.
- Conform to the law.
- Promote the care and welfare of children and families and the effective operation of the preschool.

It is our intention to respect the privacy of children and their families and the effective operation of the preschool.

- Storing confidential records in a locked cabinet.
- When discussing children, families and other staff, staff must ensure that they cannot be overheard by anyone not bound by the same requirements of confidentiality i.e. other parents, temporary staff, students and visitors etc.
- Ensuring that all staff are aware that this information is confidential and only for use within the room the child attends and within the preschool if required. Incidents may be discussed with other staff only when support is needed or best practice shared or to safeguard the child, but names should not be used as part of general discussion.
- Ensure that parents with written notice have access to files and records of their own children but not to those of any other child.
- Staff must not leave material containing, personal data, either on paper or on computer screens, where it can be seen by unauthorised staff or other visitors to the office or preschool. Staff should switch off computers with access to personal information, or put them into a password-protected mode, when not working on them.
- Gaining parental permission for any information to be used other than for the above reasons.
- The staff, through their close relationship with both the children and their parents, learning more about the families using the preschool. All staff are aware that this information is confidential and only for use within the preschool setting. If any of this information is requested for whatever reason, the parent's permission will always be sought. Staff do not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes awareness of the importance of confidentiality in the role of the key person. If staff breach any confidentiality provisions, this may result in disciplinary action, and in serious cases, dismissal. Students on placement in the preschool are advised of our confidentiality policy and required to respect it.
- Issues concerning the employment of staff remains confidential to the people directly involved with making personnel decisions.
- Any concerns/evidence relating to a child's personal safety is kept in a secure confidential file and is shared with as few people as possible on a 'need to know basis'.
- If, however, a child is considered at risk our Child Protection Policy will override confidentiality policy.

All the undertakings above are subject to the paramount commitment of Enchanted Wood Preschool, which is to protect the safety and well-being of the child.