



Confidentiality

Baildon Village Pre-School's work with the children and families will sometimes bring us in to contact with confidential information.

Our aim is to ensure that all those persons using and working in the pre-school can do so with confidence; we will respect confidentiality in the following ways;

Parents will have ready access to the files and records of their own children, but will not have access to information about any other child.

Staff will not discuss individual children, other than for the purpose of EYFS planning or group management with people other than the parents/carers of that child.

Information will not be passed on to other adults without permission of parents/carers.

Issues regarding employment or staff, either paid or voluntary, will remain confidential to the people directly involved with making personal decisions. Any anxieties or evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the group, except for the child's key worker or pre-school leader and the chairperson.

Students on recognised courses who are observing in the pre-school will be advised of our confidentiality policy and required to respect it.

All the undertakings detailed above are subject to the paramount commitment of the pre-school which is the safety and wellbeing of the child. Please also see our Child Protection Policy.