



# Marsh Green Pre-school

St John's Church, Marsh Green Road, Marsh Green, Nr Edenbridge, Kent TN8 5QR

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## Confidentiality Procedure

It is our intention to respect the privacy of children and their parents and carers in line with the Data Protection Act 1998, while ensuring that they access high quality early years care and education in our setting.

To meet the needs of all the children in our care it is important to share information with parents and with one another in order to support the child's development. It may be necessary in some circumstances for the nursery to seek the help and advice from outside professionals. If this action is taken, the parent's permission will first be sought.

All information held at pre-school is confidential. **The pre-school will only breach confidentiality concerning a child and their family if the matter becomes a child protection issue.**

- Personal computers and cameras are not used to record children's information
- Ensuring that parents have anytime access to files and records of their own children but not to those of any other child
- Storing confidential records in a locked filing cabinet
  - Ensuring that all staff, volunteers and students are aware that this information is confidential and only for use within the pre-school
- Gaining parental permission for any information to be used other than for the above reasons
- Ensuring all staff are aware that this information is confidential and only for use within the pre-school setting. If any of this information is requested for whatever reason, the parent's permission will always be sought
- Ensuring staff do not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs
- Ensuring staff, student and volunteer inductions include an 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 pre-school are advised of our confidentiality policy and required to respect it
- Ensuring staff, students and volunteers are aware of and follow our social networking policy in relation to confidentiality
- Ensuring issues concerning the employment of staff remains confidential to the people directly involved with making personnel decisions
- Ensuring any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a "need-to know" basis. If, however, a child is considered at risk, our safeguarding/child protection policy will override confidentiality.

**This procedure was adopted at a meeting of**

**Marsh Green Pre-school CIO**

Held on (date)

Signed:

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(Manager)

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Signed:

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(Chairperson)

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