



Marsh Gibbon Pre-School

Confidentiality – Policy and Procedure

The running of Marsh Gibbon Pre-School sometimes brings us into contact with confidential information. We will respect confidentiality as outlined below:

- Parents will be given free access to the developmental records on their own children but not others. This will generally be done through the feedback session which is offered to all parents each term, however parents can access these daily if requested.
- A written request must be made by parents who wish to see personal files on their children. When disclosing any records, Marsh Gibbon Pre-School will comply with data protection requirements for any records which refer to third parties.
- Staff will only discuss individual children with the parents/carers, except in the case of curriculum planning staff meetings. Information given to the Pre-School Leader by parents/carers will remain confidential to them unless permission is given to pass it on.
- Staffing issues, whether concerning paid or voluntary workers will remain confidential to those involved in personnel decision-making.
- Any aspects relating to concerns regarding a child's personal safety will remain in confidence with the Pre-School Leader and the Chairman, except when consulting an outside agency.
- Confidentiality will also be maintained once a family or staff member has moved on from the setting.
- Information given through the media such as social networking sites is also seen as a breach of confidentiality.
- This policy will be given to any students of recognised courses working in the Pre-school and they will be expected to accept it.
- All staff and Committee Members sign a confidentiality policy when joining Marsh Gibbon Pre-School. Any proven breach of confidentiality may result in Disciplinary action taken against the staff and Committee Members removed from the Committee.

All the above are subject to the commitment of Marsh Gibbon Pre-School to the safety and well being of the child. Refer to our Safeguarding Children Policy and Procedure.

The safeguarding Children Policy will override this Policy if a child is deemed in or at risk of significant harm.

Policy Links to:

Staff, Parents and Visitors Behaviour Policy and Procedure
Safeguarding Children Policy and Procedure
Student Policy
Staff 'Code of Conduct'

UNCRC Article Links:

Article 1,2,3,4,12,13,14,16 and 42.

Articles can be read at the front of this Policy and Procedure folder.

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Policy Reviewed and updated: September 2020