



Confidentiality Policy

The childcare facility's work with children and families will often bring contact with confidential information.

To ensure that all who use and work in the setting can do so with confidence, confidentiality will be respected in the following ways:

Children and Families

- The safety and wellbeing of the child will be of paramount importance. Parents/carers can request access to any files and records of their own children but will not have access to information about any other children.
- Staff will not discuss individual children, other than for purposes of curriculum planning/group management, with anyone other than the parents/carers of that child ***without their permission*** unless a child is deemed at risk.
- Information given by parents/carers to the Childcare Manager/member of staff will not be passed to other adults, without permission, unless the child is deemed to be at risk.
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the group except with the Childcare Manager and/or relevant staff and/or the Head Teacher.
- Any anxieties/evidence relating to a child's personal safety will be shared with the relevant agencies, if a child is deemed to be at risk or if requested by the relevant agencies.

Staff/Volunteers/Students

- Issues to do with the employment of staff, volunteers and students, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- Staff, volunteers and students will have ready access to their own files and records, but will not have access to information about any other staff.
- Staff, volunteers and students will not discuss concerns about individual staff members with anyone other than the Childcare Manager and/ or Head Teacher.



- Information given by staff, volunteers and students to the Flying Start Manager/Head Teacher will not be passed to other adults without permission, unless the welfare of other adults and children is deemed to be at risk.
- Staff, volunteers and students will be advised of the confidentiality policy and required to adhere to it.

Managers Signature: *Julie Ace*

Date: January 2025

Review Date: January 2026

