

Confidentiality Policy

The Pre-school's work with children and families will bring us into contact with confidential information. We adhere to the Freedom of Information Act, the Data Protection Act and are registered with the Information Commissioner. This information will be kept confidential in the following ways:

A record of each child's name and address, date of birth, parents'/carers' and emergency contact numbers, medical details and allergies, likes and dislikes will be kept in a locked filing cabinet. These records will be available only to their own parents/carers, the staff of Pre-school and Ofsted.

Pre-school operates a Key Person System and keeps records of progress on each child attending Pre-school. Parents/carers and Ofsted have a right to see their child's Key Person files at any time.

If parents wish to see their child's developmental records the request must be in writing. Preschool will provide the file within 40 days from receipt of the written request. The file must remain on the premises.

Staff will respect that information about each child is only to be discussed within Pre-school. However, should we become concerned about a child's welfare, we will seek advice from, and provide information to, Surrey Safeguarding Children Board (01372 833330) www.surreycc.gov.uk/social-care-and-health

Any anxieties/evidence relating to a child's personal safety will be recorded on a 'Record of Concerns' sheet which will be kept in a confidential file and will only be shared with the Pre-school Manager, child's Key Person and staff as necessary. The file is kept in a locked filing cabinet.

Any information given by parents to Pre-school will not be passed on to other adults unless permission is given by parents.

The Chairperson will ensure that matters relating to staff employment and welfare, whether paid or unpaid, will remain the knowledge of the Committee.

Permission is sought for Pre-school to take photographs of the children. These photos are kept within Preschool and are used as evidence of a child's learning and for display purposes.

Once displays are taken down, photographs are put in albums as a 'history' of Pre-school for parents/carers and children to share and enjoy.

Parental/carer permission is sought for local newspapers to take pictures of children as part of publicity/fundraising for Pre-school. No names of children appearing in local newspapers will be allowed.

Students must gain written permission from parents if they wish to use photographs as evidence in their coursework.

Providers must maintain records and obtain and share information (with parents and carers, other professionals working with the child, and the police, social services and Ofsted as appropriate) to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met. Providers must enable a regular two-way flow of information with parents and/or carers, and between providers if a child is attending more than one setting. If requested, providers should incorporate parents' and/or carers' comments into children's records.