



Registered Charity No 1035670

Confidentiality Policy

This is Beckley Preschool's policy on confidentiality.

Information received by the setting is often confidential and in order to maintain parents/carers confidence in our professional approach to this information our setting ensures:

- All parents/carers can see the details kept about their child and themselves at any time except in a safeguarding issue.
- Information kept on children and their families will not be accessible to any other parents/carers.
- All feedback given to parents/carers about their child's progress will be given directly to them unless they have given previous permission for a third party to be involved i.e. their child minder.
- Information about a child's medical needs or status or concerns about child protection issues will be kept in a separate file and will only be available to authorised personal.
- Staff, students and visitors to the setting will be made aware of the importance of confidentiality of information.
- Information about individual members of staff will not be shared with anyone without their permission except in a safeguarding issue.
- All information held by the Preschool will be stored in a locked filing cabinet. Staff should not be permitted to take information containing a child's personal details off of the Preschool's premises. However contact information may be required to be taken to allow parents/carers to be contacted if an emergency arises.
- The Laptop that we use for Preschool contains no confidential information. Please see E-Safety policy for more details.

Please see our 'Privacy Notice' for further information.

This policy was adopted by the Management Committee of Beckley Preschool on 22nd May 2008.

This policy was reviewed and updated on 17th April 2024.

Signed on behalf of the management committee

Name of signatory

Role of signatory

