

# ST JOHN'S SUNSHINE PRE-SCHOOL

## CONFIDENTIALITY POLICY

At St. John's Sunshine Pre School, we are fully aware that working with children and families will involve us having access to confidential information. Everyone at St. John's Sunshine Pre School is fully aware of their responsibilities when it comes to confidentiality. If any staff are found to be discussing confidential information with anyone other than the Manager, Deputy or Parents of the child they will face the Pre School's disciplinary procedure

The Manager will ensure that the only staff that come into contact with any confidential information will be at the Manager or Deputy's discretion.

To respect children and their family's confidential information the following will occur;

- Parents will have access to their child's files and records but no other child.
- Staff will not discuss individual children with anyone except their parents, other than for curriculum planning and group management.
- Information passed onto the Pre School will not be passed onto anyone else without the consent of the parent.
- 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 apart from the necessary staff and, if appropriate, the Chair person.

All supply, work experience and students placed within the Pre School will be asked to read this policy and sign to state they accept it.