

Happy Stars Preschool

Confidentiality Policy

Aim:

Happy Stars preschool aims to share information with the parents/carers and ensure that the parents and carers will share information with the preschool. Any information shared with the preschool will be confidential and will only be shared to benefit the child and will be done so whilst respecting the privacy of children, parents and carers.

Links to Every Child Matters outcomes;

Unique Child:	Positive Relationships:
Keeping Safe 1:3	Respecting Each other 2:1 Parents as partners. 2:2

Methods:

Happy Stars Preschool will keep children's personal records which will include details of the family G.P, allergies, and emergency contact details.

The Preschool will keep child development records, which will include, All about me forms, Observations, samples of children's work, developmental reports and Individual learning plans.

The developmental records will be kept by the key persons and the key person and the manager will have access to them.

The children's personal records will be kept on the premises in a locked cupboard and the manager and deputy manager will hold the key to the cupboard.

When talking with parents or other staff at the setting, or when discussing a child, staff are aware that confidentiality takes priority.

Staff personal details are stored by the manager and the manager has access to these, the employee is given a copy of their contract as does the manager.

Links to Legislation;

The children's Act 1989.

The children's Act 2004.

Data Protection Act 1998

Freedom of Information Act.

This Policy was adopted by Charmarie Galhenege for Happy Stars Preschool.

Name ;

Position:.....

Signature ;

Date :

Review Date ;

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