**Spire Pre-School**

**Data Protection and Confidentiality policy**

**Statement of intent**

It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality pre-school care and education.

**Aim**

We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

**Methods**

To ensure that all those using - and working in - the pre-school can do so with confidence, we respect confidentiality in the following ways

\* Parents have ready access to the files and records of their own children but do not have access to information about any other child.

\* Staff will not discuss information given by parents with other members of staff, except where it affects planning for the child's needs. staff induction includes an awareness of the importance of confidentiality in the role of the key person.

\* Any concerns/evidence relating to a child's personal safety are kept secure, confidential file and shared with as few people as possible on a' need to know' basis.

\* Personal information about children, families and staff is kept secure in a lockable file whilst remaining as accessible as possible.

\* Issues to do with employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.

\* Students when observing in the pre-school are advised of out confidentiality policy and required to respect it.

\* Any meeting held with parents will be at a time that meets the operational needs of the pre-school and there will be two members of staff in attendance.

\* Parents/Carers can arrange to have a representative to be in attendance at these meetings.

All the undertakings above are subject to the paramount commitment of the pre-school, which is to the safety and well being of the child.

Please see also our policies on 'safeguarding children'.

**Data in transit**

Children's folders are taken home by the key worker on occasions for updating. All records are on sight when children are in attendance at the setting.

Updated - 28/01/2015

Reviewed 21.09.18