

Confidentiality Policy

Any information given to us about your child or your family, either verbally or in writing will be treated as confidential. Information will only be shared if the parents/carers give their permission or there appears to be a child protection issue.

Parents will have access to their own child's records but not to others. All documentation relating to your child is stored confidentially either in a filing cabinet which is not accessible to any other party or on a computer which is password protected and secure.

We will not discuss your child with others unless we have permission to do so, for example if you required our assistance with any referrals to any other childcare professionals for example speech and language. We will however provide confidential information to social services, the local police, and Ofsted if we have any concerns that your child is being abused (please see child protection policy & safeguarding policy).

We expect parents to inform us of any changes in the child's home circumstances, care arrangements or any other changes which may affect the child's behaviour such as a new baby, parent's separation, divorce or any bereavement.

As mentioned in the Safeguarding policy, we will keep a confidential folder on each child where we will record any concerns with regard to Safeguarding, this folder is completely confidential, if a parent wishes to see any of the information recorded in this folder, they must provide a written request allowing 14 days notice. (See Safeguarding policy)

We are committed to ensuring that the Confidentiality policy is a living document which is reviewed and updated at least annually.