Delaware Pre-School
Providing Quality Childcare Since 1969

Confidentiality

The Pre-School's work with children and families will sometimes bring us into contact with confidential information.

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

Parents will have access to the development records of their own children but will not have access to information about any other child. Parents will need to ask a member of staff to view their child's personal file.

Staff will not discuss individual children, other than for purposes of curriculum, planning and group management, with people other than the parents/carers of that child.

Information given by parents/carers to the Manager, Deputy Manager or keyperson will be passed on to other adults within the setting on a need-to-know basis. Permission from parents/carers will be sought.

Staff, including Committee members, unpaid or paid should not discuss anything they see or hear with regard to individual children or adults in the Pre-School. If anyone is concerned about something they have seen or heard at Pre-School they should discuss this with the Pre-School Manager or the Deputy.

Staff are aware of their responsibilities.
Data protection act 1998 and Freedom of information act 2000.

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

Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file locked in a cabinet.

Students on recognised training courses and observing in the pre-school will be advised of our confidentiality policy and required to respect it.

Written observations on children are confidential and should be kept secure.

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 policy on safeguarding children.

Information sharing with other professionals will only be done with the consent of the child's parents/carers except when there is an issue with safeguarding.

	2025	2026	2027	2028	2029	2030	2031
Chairs signature	AA	AC					
Managers Signature	HA	HA					
Date of review	Spring25	Spring 26					
Date of next review	Spring26	Spring27					

Changes 2025	N/A
Changes 2026	N/A
Changes 2027	
Changes 2028	
Changes 2029	
Changes 2030	
Changes 2031	