**Mucky Pups Pre-School**

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**Confidentiality policy**

**Aim**

*It is the aim of this policy to ensure that all staff understand the responsibility they have to maintain confidentiality at ALL times on information held on staff, children and families. It is a legal requirement for the pre-school to hold information about the children and families using the setting and the staff working at the setting. This information is used for registers, invoices and emergency contacts.*

*All confidential information kept is in line with current GDPR regulations and in line with the settings GDPR policy.*

We take our role of ensuring confidentiality seriously and measures we have put in place to ensure this are:

* Ensuring a clear and robust GDPR policy is in place and all staff have a clear understanding of its implications.
* Storing confidential records in the office in a lockable cupboard which will be locked when not supervised by an authorised member of staff.
* Nobody will be left in the office for any period of time without the presence of an authorised member of staff.
* Ensuring that all staff, volunteers and students are aware that confidential information is only for use within the pre-school.
* Ensuring that parents have access to files and records of their own children but not to those of any other child.
* Gaining parental permission for any information to be used for anything other than reasons specified above. Unless it is deemed necessary to share the information with other agencies to ensure the safety of a child. (*See the setting safeguarding & child protection policy*)
* Ensuring staff, students and volunteers are aware of the importance of confidentiality and fully understand the settings GDPR policy.
* Students & volunteers on placement in the setting are advised of our confidentiality policy and required to adhere to it.
* Ensuring staff, students and volunteers are aware of and follow both our social networking and mobile phone policy in relation to confidentiality.
* Ensuring issues concerning the employment of staff remains confidential to the people directly involved with making personnel decisions.
* Ensuring any concerns relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a "need-to-know" basis.
* Ensuring staff, students and volunteers are aware that any conversations regarding children or their families are confidential and are not to be discussed with others outside of the setting.
* Only the Manager or Deputy will pass information to parents regarding confidential issues.

If staff/students/volunteers breach any confidentiality provisions, this may result in disciplinary action, and in serious cases, dismissal.

Date policy adopted on:2nd September 2022 Date for review: 2nd September 2023

Signed: J E Wills Position: Manager