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Registered Charity No. 802551

**CONFIDENTIALITY POLICY**

In our setting, all staff have a confidential relationship with families. It is our intention to respect privacy of children and their parents and carers, while ensuring that they access high quality early years care and education in our setting. 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. There are record keeping systems in place that meet legal requirements; the means we use to store and share that information takes place within the framework of the Data Protection Act (1998) and the Human Rights Act (1998).

* Parents will have ready access to the files and records of their own children but will not have access to information about any other child.
* Staff will not discuss individual children, other than for purposes of curriculum planning or group management, with people other than parents/carers of that child.
* Information given by parents/carers to the Manager or Key person will not be passed on to other adults without permission unless there are Safeguarding concerns.
* 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 child’s personal safety will be kept in a confidential file and will not be shared within the group except with the child’s Key person, Manager and the Chair and Safeguarding Lead.

This policy should be read in conjunction with our Child Protection Policy.