



## FOREST ROW COMMUNITY PRE-SCHOOL POLICY

### 14 CONFIDENTIALITY

1. Any information or medical records regarding a child or their family will be treated as **strictly confidential**. Registration forms and all other confidential records concerning each individual will be locked away in a filing cabinet and will not be available to any person who does not have Statutory Authority to view them. The supervisor and deputy will hold the key.
2. No information concerning either a child or an adult shall be disclosed except in the case of a genuine emergency; in this instance a **member of staff** may only disclose what is absolutely necessary.
3. Staff at pre-school will not discuss children at pre-school with anyone outside pre-school except for the child's own parent/carer **or with the consent of the child's own parent/carer**.
4. Staff/committee members will not discuss confidential information pertaining to pre-school with anyone not connected to pre-school.
5. Keyperson records are confidential to the parent/carer of each child except in the case of an OFSTED inspection where the Inspector may wish to view the Keyperson records, the permission of the Supervisor must be sought during the inspection.
6. The Accident Book may be left on show for parents/carers to sign and see if they wish to.
7. All staff will have a copy of the Confidentiality Procedure and abide by it.

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January 1998	January 2000	March 2008
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	March 2011	March 2012