

## St. James Church Pre-School Confidentiality Policy



Staff are expected to treat as confidential, any information given to them by parents/ carers and to have parents' permission to share such information with other staff. If a member of staff is unsure whether receiving information is within their job responsibilities, they should refer the matter to the Manager. It is never appropriate for staff to discuss children or other people connected with the Pre-School with the general public.

All records pertaining to staff and children are kept securely in locked cupboards or a filing cabinet on the premises, but are accessible when needed.

Each child's progress records are kept in separate files and on the secure "Tapestry" system which is password protected. The registration details are kept accessible during session and locked away securely at other times.

A letter containing clear guidelines on the taking of photographs/video/use of social media is given to all parents when a child commences Pre-School. A consent form is attached for parents to return.

Feedback given to parents on their child's progress will be given directly to the parent unless the parent states that a third party (e.g. childminder) can be involved.

When parents or other professionals wish to talk with a member of staff, we use an area of the building away from the normal pre-school room for privacy and confidentiality.

Some personal details are kept on computer by the Admissions Co-ordinator and Secretary for registration, admissions and correspondence purposes and the group is registered under the Data Protection Act. When these committee members cease to be in these jobs, they must hand over the records to their successor and erase all records from their computer equipment.

Committee Members/Students/Parents or any other visitors will be made aware of the importance of Confidentiality of Information and their responsibilities within the group.

Staff personal records are available to the Chairperson and the individual staff member except for appraisal forms which are seen by the Manager as well. Individual staff records are kept separately from each other so cannot be seen by other staff.

With regard to safeguarding children, matters of confidentiality are dealt with in that policy.

The policy was adopted on 13 January 2005 by The Committee.

The policy was last reviewed and revised on April 29<sup>th</sup> 2019 by The Committee.

Signed by: Jackie Turton ..... on behalf of St. James Pre-School Committee.