

# St. James Church Preschool CIO Confidentiality Policy



At the pre-school we work very closely with children and their families on a day-to-day basis. It is a legal requirement for the preschool to hold relevant information for each child and their families, which always remains confidential. This information is used for registers, invoices and emergency contacts.

Staff are expected to treat as confidential, any information given to them by parents/carers and to have 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 public.

## **Record storage**

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, in line with GDPR (General Data Protection Regulation).

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

Our registration paperwork includes clear guidelines on the taking of photographs/video/use of social media, which is completed by the parent/carer when a child commences pre-school. This includes a space where permission can be granted or denied by the parent/carer and is then signed by the parent/carer.

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

When parents/carers 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. Outside of preschool operation hours we use the preschool room.

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. Visitors are not permitted to use their mobile phones while in the preschool room when session is running.


Staff personal records are available to the Chairperson the individual staff member, and the Manager. Individual staff records are kept separately from each other so cannot be seen by other staff.

Regarding safeguarding children, matters of confidentiality are dealt with in that policy.

Legal framework

- ICO (Information Commissioners Office)  
<https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/>

This policy was adopted by	St James Church Preschool CIO	<i>(name of provider)</i>
On	13 <sup>th</sup> January 2005	<i>(date)</i>
Date last updated	23 <sup>rd</sup> September 2025	<i>(date)</i>
Date last reviewed	23 <sup>rd</sup> September 2025	<i>(date)</i>
Date to be reviewed	September 2026	<i>(date)</i>

Signed on behalf of the provider	
Name of signatory	Jamie Chandler
Role of signatory	Chair