

ISLEHAM UNDER FIVE'S ASSOCIATION

Isleham Pre-School is managed by an elected committee of parents. It is situated in the grounds of the local primary school in the village of Isleham. Children who attend the setting come from mixed socio economic backgrounds. They are drawn from Isleham and the surrounding villages.

Relevant Acts and Legislation:

- Data Protection 1998
- Human Rights 1998
- Children's Act 1989

Confidentiality Policy.

Isleham Pre-School's work with children and families will sometimes bring us into contact with confidential information.

To ensure that all those using and working in the pre-school can do so with confidence, we will respect confidentiality in the following ways:

- Parents will have 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 the purposes of curriculum planning/group management, with people other than the parents/carers of that child.
- Information given by parents/carers to the pre-school leader or keyworker will not be passed on to other adults without permission.
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the setting except with the child's keyworker, the play leader and the chairperson where necessary.
- Students on work experience or other recognised child care courses will be advised of our confidentiality policy and required to respect it.

All the undertakings listed above are subject to the paramount commitment of Isleham Pre-School which is to the safety and well being of children. Please see our policy on child protection.

This policy was reviewed at a meeting of the pre- school held

Signed on behalf of the pre-school.....