

CONFIDENTIALITY POLICY INCLUDING ADDITIONAL NEEDS

The pre-school's work with children and families will sometimes bring us into contact with confidential information. To ensure that those using and working in the pre-school can do so with confidence, we will respect confidentiality in the following ways:

Parents will only have access to any records of their own children and will not be given any information about any other children.

- Information given by parents/carers to the pre-school manager/leader will be shared with staff but will not be passed on to other adults without permission.
- Details requested on the registration form, including address and telephone number are also deemed confidential and will only be used for pre-school management purposes. However for Inspection purposes from the Belfast Health and Social Care Trust, we will forward your name and address to the Named Inspector to enable them to seek your views regarding our service and standard of care; with regards to the needs of your child.
- Any discussions with parents about their children will take place privately and, if appropriate, may be arranged outside of pre-school hours at a time suitable to parents. Meeting with parents will be recorded and signed by both manager/leader and parents. Collective observations that indicate a child is not accessing the curriculum, will remain confidential within the setting and will not be discussed outside of the setting or share details with any persons who are not involved with the child's development. With parent's permission, their child's information will be shared with other professionals involved with their child's developmental needs and assessments.
- Staff will not discuss individual children, other than for purposes of curriculum planning/group management, with people other than the parents/carers of that child. All staff and voluntary helpers will be made aware of our confidentiality policy and required to respect it.

All parents will be asked to sign the parental permission form in their child's Starter Pack to allow the Preschool to share relevant information with other professionals and collaborative services.

- Any issues relating to pre-school children and their families or members of staff should not be discussed outside the pre-school setting.
- All parents who are on the committee and who come into the Pre School to help must sign a confidentiality agreement.
- **The undertakings above may be over-ridden if information is requested as evidence in cases of suspected Child Abuse.**