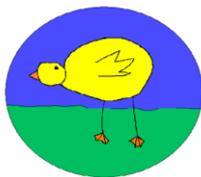


# Clifton Moor Pre-School



## Confidentiality Policy

### Statement of intent

**It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality Pre-School care and education.**

### Aim

We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

### Methods

To ensure that all those using and working in Clifton Moor Pre-School can do so with confidence, we respect confidentiality in the following ways:

- Parents have the right of access to the files and records of their own children but do not have access to information about any other child. Access requests for personal information held by the group should be made to either the manager or the Trustees. Personal information given by parents will be kept confidential and only be discussed within the staff team. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.
- Any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a "need-to-know" basis.
- Personal information about children, families and staff is kept securely in a lockable file whilst remaining as accessible as possible.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students on Pre-School Learning Alliance or other recognised qualifications and training, when they are observing in Clifton Moor Pre-School, are advised of our confidentiality policy and required to respect it.

All the undertakings above are subject to the paramount commitment of the Clifton Moor Pre-School, which is to the safety and well-being of the child. Please see also our policy on child protection.

Clifton Moor Pre-School, Lakeside Primary School, Oakdale Road, Clifton Moor, York, YO30 4XH.

Ofsted Registration Number : EY414383

Company Number: 72666807 Charity Number: 1136705

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Clifton Moor  
Pre-School



This policy was adopted at a meeting of Clifton Moor Pre-School

Held on (date) 05.09.2012

Signed on behalf of the Pre-School .....

Reviewed on (date) 24.09.2013

Signed

Reviewed on (date) 10.09.2014

Signed

Reviewed on (date) 16.09.2015

Signed

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