



FOREST ROW COMMUNITY PRE-SCHOOL POLICY

14 CONFIDENTIALITY

1. Any information or medical records regarding the child or their family will be treated as **confidential**. Registration forms and all other confidential records concerning each individual will be locked away in a filing cabinet and will not be available to any person who does not have Statutory Authority to view them. The supervisor will hold the key.
2. No information concerning either a child or an adult shall be disclosed except in the case of a genuine emergency, in this instance a member of staff or Committee Chair may only disclose what is absolutely necessary.
3. Staff at pre-school will not discuss children at pre-school with anyone outside pre-school except for the child's own parent/carer.
4. Staff/committee members will not discuss confidential information pertaining to pre-school with anyone not connected to pre-school.
5. Keyworker records are confidential to the parent/carer of each child except in the case of an OFSTED inspection where the Inspector may wish to view the Keyworker records, the permission of the Supervisor must be sought during the inspection.
6. The Accident Book may be left on show for parents/carers to sign and see if they wish to.
7. All staff will have a copy of the Confidentiality Procedure and abide by it.

Date Prepared	Reviewed	Next Review
January 1998	January 2000	March 2008
	January 2002	
	March 2004	
Re-written April 2007		