

## Woodhall Farm Pre school

### Confidentiality Policy

At the Woodhall Farm Pre-School our work with children and families will sometimes bring us into contact with confidential information.

Parents will have ready access to the files and records of their own children but will not have access to information about any other child. *(Refer to Parents access to records policy)*

Staff will not discuss individual children's needs with people other than the parents/carers of that child. Individual needs are shared with the staff team for the purpose of learning and development.

Students on recognised courses who observe the children at the Pre-School will be advised of our confidentiality policy and be required to respect it. *(Refer to Students and volunteers hand book)*

Staff, students and volunteers are committed to the safety and well-being of the child *(refer to Child protection policy)*

Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file. Any information passed onto a key person concerning a child and family will be passed onto the Pre-School leader.

If there is a serious safeguarding issue concerning a child's welfare, this information will be shared without parent consent.

Policy updated 01/04/2021

The Woodhall Farm Pre-School

Mrs A. Kukoyi  
Pre-School Manager

Mrs S. Pomroy  
Deputy Pre-School Manager