

ABB PRESCHOOL

Confidentiality

People working in pre-schools and nurseries often receive information about children and their family situations which they would not receive in other situations. This information is called "privileged information" or "confidential information."

Parents usually understand that some information about their child is essential for workers in pre-schools, but they will only feel confident in giving it where they are certain it will not be passed on to other people for whom it is not intended. It can be very damaging if a parent hears something about their child or their home from someone who should not have that information. For these reasons it is important that rules are made to deal with confidential information.

1. Any information given to a member of staff in pre-school by a parent must not be passed to any other person other than the pre-school manager.
2. Any privileged information from a professional person must be treated in the same way
3. Information about children and their families must not be exchanged between staff during the pre-school sessions. Such information must be kept to private occasions such as staff meetings.
4. Some information may be so confidential that the pre-school manager is unable to share it with any staff at a particular point in time.
5. It is important that the staff in pre-school do not talk about children in their presence.
6. We have a duty to report any suspicions around abuse to the Local Authority (see Statement on Child Protection) and therefore an exception will be made in this case.
7. Staff's mobile 'phones are not used within the pre-school but kept with their belongings in the staff area (with the exception of the Pre-school mobile as this is the point of contact). Parents are asked to step outside the building if they need to use their 'phone while at the pre-school.
8. Photographs taken that are used in the pre-school or shared with parents are taken on the pre-school cameras only and then downloaded and deleted.