



Abacus Pre-School Nursery Ltd., c/o The Dassett C of E Primary School, Memorial Road, Fenny Compton, Southam, Warwickshire. CV47 2XU. Tel: 01295 771050

Limited Company Number: 07276939. Registered Charity Number: 1141234

### **Confidentiality Policy**

Our aim at Abacus is to ensure that all parents and carers can share information regarding their children in confidence and this information will only be used to enhance the welfare of their children.

To do this we will:

- Keep all personal information locked away and secure when the pre-school is not open.
- Allow only a child's parents/carers to see information regarding their own child and no information regarding another child.
- Ensure that only the Manager, parents and relevant staff have access to child's work and progress records.
- Never share private information with any outside agency unless granted permission by a child's parent/carer. The only exception to this is if it is a child protection issue and information needs to be shared with the relevant people who are dealing with the issue eg Social services etc
- Any green forms - Logging a concern about a child forms will be kept in a locked filing cabinet.
- Ensure that at no time will any information regarding children, staff, parents and committee be discussed outside of Abacus.
- Keep in a confidential file any anxieties/evidence relating to a child's personal safety and only share with the child's Keyperson/Manager and the Chairperson.
- Ask any volunteers and students to read the confidentiality policy and explain that they are expected to adhere to its contents, and will not be allowed to see sensitive information at any time. Any sensitive information to be passed on to the manager immediately.
- Talk quietly to parents/carers should a problem arise at nursery to the parents/carers, away from other parents, so as not to cause distress as some matters may be delicate.

All the above measures underpin the commitment of the Pre-school to the safety and wellbeing of each child and therefore the Child Protection and Safeguarding Policy will also apply. Please see also our policies on Safeguarding and Child Protection.

This policy will be reviewed annually.



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*Confidentiality Policy continued:*

Signed -

Print -

Position held - Chair of Trustees