

# CARTWHEELS CHILDREN'S CENTRES

## Confidentiality policy

The Centres' work with children and families will sometimes bring us into contact with confidential information.

To ensure that all those using and working in the Centres can do so with confidence, we will respect confidentiality in the following ways:

- ✓ Parents will have access to the files and records of their own children but will not have access to information about any other child.
- ✓ Staff will not discuss individual children, other than for the purposes of curriculum planning/group management, with people other than the parents/carers of that child.
- ✓ Information given by parents/carers to the pre-school leader or keyworker will not be passed onto other adults without permission from the parent/carer.
- ✓ Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- ✓ Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the group except with the child's keyworker/supervisor and the chair.
- ✓ Students on Pre-school Learning Alliance or other recognised qualifications and training, will be advised of our confidentiality policy and required to respect it.
- ✓ All matters involving staff and children will not be discussed outside of the Centres and personal confidentiality will be respected at all times.