

Confidentiality Policy (updated Mar '23)

Within Little Acorns Pre-School we are party to a great deal of confidential information. We will respect this confidentiality in the ways set out below:

- Records kept on your child will be for your viewing only and you will not be allowed to view other children's records.
- Any confidential documents, including children's records, are stored securely.
- Information sharing with other professionals is done with prior parental consent.
- Records and details will remain confidential. Information will be shared within the staff team on a need-to-know basis only.
- All students/volunteers/temporary bank staff will be asked to sign to say they are aware of and adhere to our confidentiality policy.
- If we have any concerns about your child we will speak to you privately.
- We comply with General Data Protection Regulations. A Privacy Notice information sheet is given out at the registration of your child and is also on our website.

This confidentiality policy will only be superseded by our responsibility to safeguard children in safeguarding issues.