**Confidentiality Policy**

The practitioners of Frome Valley Preschool recognise that children and parents have a right to expect confidentiality to be maintained. This will be achieved in the following ways:

* Any information in a child’s record that is of a sensitive nature will be kept in a secure place.
* Any anxieties/evidence relating to a child’s personal safety will be kept in their confidential file and will not be shared within the setting except for the child’s key person and the senior practitioners.
* Parents/carers will have ready access to files and records of their own children but not of any other child.
* Practitioners will not discuss individual children with people other than the parents/carers of that child.
* Information given to practitioners will not be passed on to a third party without permission.
* Personnel issues will remain confidential to the people involved.
* A child’s latest development record will be passed to other pre-schools that the child attends on request.
* When a child enters statutory education Frome Valley Preschool will pass on an Early Years Foundation Stage Record to their school. Children with SEND will also have a preschool/school transition form completed.
* Parents will be consulted before referral to other agencies if there are concerns about a child’s development. However a duty of care to the child may override the responsibility for confidentiality. (see Safeguarding Policy)
* Frome Valley Preschool will comply with all requirements of the guide to the General Data Protection Regulation 2018