



Confidentiality Policy

Dandelions Pre-School and Out of School Clubs work with children and families sometimes brings us into contact with confidential information. To ensure that all those using and working in the setting can do so with confidence, we will respect confidentiality in the following ways:

- Parents will have ready access to the files and records of their own children but will not have access to information about any other child.
- Staff and students will not discuss individual children, other than for purposes of curriculum planning/group management, with people other than the parents/carers of that child.
- Confidential information should not be passed over the telephone.
- Information given by parents/carers to the Dandelions staff will not be passed on to other adults without permission.
- Issues relating to 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 be shared within the group only on a need to know basis (normally with the child's Keyworker and Manager).
- Students training in Dandelions will be advised of our confidentiality policy and required to respect it when observing in the setting.

All the undertakings above are subject to the paramount commitment of Dandelions Pre-School and Out of School Club to the safety and well-being of the child. Please see also our Child Protection policy.

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Reviewed October 2015
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