**Humptys House Pre-School &**

**Kool Kidz Club**

**Confidentiality Policy**

Our aim is to promote an environment of respect with reference to confidential information relating to the children, families or group users and the groups business. All confidential information/records are stored in a secured cabinet and access is limited to senior staff members only.

**Procedure**

**Staff, volunteers and students**

* A confidentiality section is included in all staff employment contracts
* Staff, volunteers and students are given details about issues of confidentiality during their staff induction

**Mums, Dads and Carers**

* Mums, dads and carers will have access to files and records of their own children
* Information given by mum, dad or carer either written or verbal will only be passed onto member of our staff if it aids the care of your child. However, information will not be passed onto others outside our group without written permission.

**Safeguarding Children**

Should the Setting feel the child’s immediate welfare could be in jeopardy, it is not required to obtain written permission from mum, dad or carer to pass on information deemed relevant to the appropriate organizations e.g. Dorset Children’s Social Care, Police.