



Thorner's Church of England VA Primary School
Fledglings Pre-School
Confidentiality Policy

All staff at Fledglings Pre-School understand that all information about children and their families is confidential and should never be discussed outside the setting. The Manager ensures that all staff members are aware of the need to maintain privacy and confidentiality.

All information kept on children will only be shared with the parents/carers, key worker and Manager. Occasionally we may need to share records with other staff or outside agencies but parents/carers will always be consulted before this is done.

Staff will not discuss any child with anyone other than parents/carers.

All members of staff and students will have this policy explained to them and be expected to sign their agreement.

Records of progress across the Early Years Foundation Stage are usually passed on to schools when the child leaves the pre-school. If parents prefer this not to happen then their wishes will be respected.

No information will be passed to other agencies without permission from parents/carers. Where there is an issue about child protection the child's welfare will be put first and the Safeguarding Policy will be followed.

Parents and Carers have access to all information kept on their own child, except in exceptional cases where data protection laws stipulate it is against the best interests of the child.

In accordance with the Equality Duty we seek to ensure that all pupils achieve their best, according to their capabilities and regardless of their special needs, disability, gender, race, culture, social, economic, ethnic, religious background and denominational diversity.

Thorner's CE VA Primary School recognises that the welfare of the child is paramount and takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care.

Date adopted by Governing Body: November 2021

This policy will be reviewed and updated annually or as and when deemed necessary.