

# Fairfield Playbox Pre-School

## **CONFIDENTIALITY POLICY**

### **Statement of intent**

It is our intention to respect the privacy of children and their parents and carers.

### **Aim**

We aim to ensure that all parents, carers, social workers and other professionals can share their information in the confidence that it will only be used to enhance the welfare of the children.

### **Methods**

We keep records on children attending Playbox Preschool as follows:

- Personal records including registration forms, signed consents, funding applications and other personal details are kept as paper records in a file which is locked away when not in use. We also keep records of fee payments or funding on the Tapestry Journal system.
- Along with using 'Tapestry Journal' to record weekly progress of children, we also keep planning records in a separate file. This is maintained by the Playbox Manager. In some cases we also keep correspondence concerning the child or family; reports or minutes from meetings concerning the child from other agencies and observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters.
- Confidential documents are stored in a lockable cupboard and some may be stored electronically.
- Parents are strongly advised not to share information about Playbox children on social media.
- We abide by the requirements of the General Data Protection Regulations and our Privacy Statement is displayed on the Playbox noticeboard.

### **Access to records:**

- Parents can have access to the files and records of their own children but cannot have access to information about any other child.
- Staff will not share personal information given by parents with anyone, except other staff, professionals, or members of the Management Committee, and then only when it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality.
- Volunteers and students are advised of our confidentiality policy, and required to respect it.

### **Other records**

- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions (the Leaders and members of the Management Committee and the Church's Safeguarding Co-ordinator).

**This policy was last reviewed on 30.9.25**

**Signed on behalf of the Management Committee by Alan Clatworthy (Chair)**

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