Confidentiality

**Policy**

Information received by the setting is often confidential and in order to maintain parent’s confidence in our professional approach to this information our setting ensures -

**Procedures**

* All parents can see the details kept about their child and themselves at any time.
* Parents will not be given access to the information kept on other children and their families or members of staff.
* Feedback given to parents on their children’s progress will be given directly to the parents unless they state a third party can be involved e.g. a childminder or nanny.
* Information about a child's medical needs or status i.e. HIV or concerns about Safeguarding issues will be kept in a separate file and will only be available to authorised personnel.
* Staff, students and visitors to the setting will be made aware of the importance of confidentiality of information and their responsibility within the setting.
* Information about individual members of staff will not be given out to anyone without permission of that person except in case of Safeguarding.
* Data protection regulations and Freedom of Information Act requirements will be followed and explained to parents when they first start.
* All confidential information will be stored securely.