

Confidentiality Policy

- All personal records of the children and staff who attend the Pre School are kept in a locked room and where possible a locked unit.
- All staff sign a confidentiality agreement as part of their contract.
- Any time a parent would like to discuss an issue with the Pre School Manager or Key Worker, an appointment can be made and any further action required will be taken on the basis of the meetings outcome.
- All students and volunteers on work experience also sign a confidentiality form.

Review

The policy will be reviewed yearly, in May, and amendments and changes will be carried out in conjunction with the Pre School staff, through liaison by the Proprietor.