



Play • Learn • Grow

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Confidentiality Policy

First Step Pre-school Ltd will respect the privacy of children and their parent and carers, while ensuring that they access high quality Pre-school care and education.

First Step Pre-school Ltd will be given confidential information and will only share their information in the confidence that it will only be used to enhance the welfare of their children.

To ensure that all those using and working in First Step Pre-school Ltd can do so with confidence, we will respect confidentiality in the following ways:

- Any information given by parents/carers will not be passed on to a third party except in safeguarding situations (see policy). Any evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within First Step Pre-school Ltd except for the child's key worker and Manager/DSL (designated safeguard lead).
- First Step Pre-school Ltd will comply with all requirements under GDPR guidelines in conjunction with the Information Commissioners Office (ICO).
- Information that is seen or heard regarding a child, cannot be divulged outside of the setting.

First Step Pre-school Ltd will ensure staff, student and volunteer inductions include the importance of confidentiality. Any information about a child/family is not shared outside of First Step Pre-school Ltd other than with relevant professional who need to know that information. It is not acceptable to share information with friends and family or if there is a connection with a staff member and a family. If staff breach any confidentiality, this may result in disciplinary action and, in serious cases, dismissal.

Parents/carers sometimes share information about themselves with other parents/carers as well as staff, First Step Pre-school Ltd cannot be responsible if information shared beyond those parents/carers who the person has 'confided' in.

Records relating to individual children will be retained for a reasonable period of time after they have left the provision.

Issues relating to staff employment, whether paid or unpaid, will remain confidential to individuals directly involved.

If parents are experiencing difficulties, the Manager is available and may be able to offer guidance on where to go for help or advice.

