



## Confidentiality Policy

### Principles

“Young children and families are entitled to expect that any information about health, family circumstances, children’s development and behaviour shared with, or observed by, early year’s practitioners or helpers will be treated in the strictest confidence”.

### Statement of Intent

Seed to tree childcare respects the right for all information, records and observations to be treated with respect and with due attention to confidentiality and privacy.

### Policy & Procedures

We will ensure that:

All registration forms and records of children attending our Centre will be kept by the Manager in a secure place, locked away.

Parents may have access to the records of their own children but may not have access to information about any other child.

Any confidential information given by parents/carers to our Centres will not be passed on to other adults without permission.

Any information relating to a child’s personal circumstances will be kept in a confidential file and will not be shared within the group except with the child’s key worker.

Where a child is believed to be at risk our Centre may take a decision to share information with the statutory authorities.

All staff, volunteers, students, parents/carers will be made aware of this confidentiality policy and our Data Protection Statement.

The policy implementation will be reviewed regularly at staff meetings and committee Meetings.

All the above points are subject to the overall commitment of our Centres which is to the safety and well-being of the children who attend it



Seed to Tree Childcare,  
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Any breach of confidentiality by any member of staff will lead to disciplinary action.

**Last Review Date of this policy:** 11-Jul-2024

**Signed:** Pooja Patidar

**Date:** 11-Jul-2024

**Name:** Pooja Patidar

Person responsible for approving the Policy.



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