



## Confidentiality Policy

Any information given to the Tithe Barn Preschool, either verbally or in writing, regarding your child or your family, will be treated as confidential.

We will not discuss your child with others unless we have permission from you, for example sharing information with outside agencies (Speech & Language, Educational Psychologist, etc). We will however divulge confidential information to Social Services and to Ofsted if there appears to be a protection issue.

Parents will have access to their own child's records at any time but not to the files of other children. All documentation relating to your child is stored in a file, which is not accessible to any other party.

All staff, students and volunteers will sign a form stating that they must not discuss any preschool matters off the premises and must be professional at all times.

If you have any concerns regarding this policy please do not hesitate to contact us.

Written September 2016

Reviewed annually

Signed:  