



## Safeguarding Information for Staff

Our aim is to ensure that all parent and carer can share information in the confidence it will be used to enhance the welfare of children.

To ensure that all parents and children attending Tiny Feet Preschool can do so with confidence. We will respect confidentiality in the following ways:

- All staff will be advised of our confidentiality policy as part of our induction procedure.
- Parents/carer will have access to the files and records of their own children but will not have access to that of any other child.
- Staff will not disclose individual children other than for the purpose of planning/group management, with people other than parents/carers of the child.
- Information given by parents or carer to the preschool staff will not be passed on to other adults without permission from the parent/carer unless there is a risk of danger or harm.
- Any concerns or evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the group except with the children's key worker and designated child protection staff.

To ensure all staff at Tiny Feet Preschool can do so with confidence we respect confidentiality in the following ways:

- Issues to do with employment of staff whether paid or unpaid will remain confidential to the people directly involved with making personnel decisions.
- Students and volunteers will be advised of our confidentiality policy and will be required/expected to respect and follow it.
- All matters involving staff will not be discussed outside of the setting and personal confidentiality will be respected at all times.

We follow the GDPR guidelines that were introduced in May 2018.

Signed of behalf of Tiny Feet: \_\_\_\_\_

Name of Signatory: \_\_\_\_\_

Position: \_\_\_\_\_

Policy updated 31/07/2020