Confidentiality Policy

This policy is formed from the GDPR regulations implemented in May 2018 and Data Protection Act, which regulates how personal information is used and protects individuals from misuse of personal details. The settings' work with children and families will sometimes bring us into contact with confidential information. We will work within the guidelines of the Data Protection Act as follows:

Parents/Carers
Parents will have access to BabysDays and Paper records of their own children but will not have access to information about any other child. Once this information is no longer required by the setting, it will be kept in a secure place until all legal requirements have expired. The information will then be shredded or disposed of responsibly. (see GDPR Database for additional information)

If an Educator needs to talk to a parent confidentially, then every care will be taken to discuss in private, such as the kitchen area or the Office.

Information given by parents/carers to the pre-school leader or keyworker will not be passed on to other adults without permission unless deemed necessary to ensure the well-being of the child.

Child
Any anxieties/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 child's keyworker/manager and the chair/owner unless a child is considered 'At risk of significant harm' and then our Safeguarding Children Policy will be put into place.

Educators
Educators will not discuss individual children, other than for purposes of curriculum planning/group management, with people other than the parents/carers of that child.

Educators accessing BabysDays through the app are aware of the consequences of safe usage when completing work outside the setting. Each member of staff will sign a confidentiality agreement to say they will endeavour to keep the children's information confidential and safe outside of the setting. Educators have also completed training on E-Safety in Early Years.

Issues to do with the employment of educators, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.

Updated 08/09/2026

Visitors
Students on Pre-school Learning Alliance or other recognised qualifications and training, when they are observing in the preschool, will be advised of our confidentiality policy and required to respect it.

All visitors/parent helpers will also be asked to adhere to this Confidentiality Policy.

This policy was adopted on:.....

Signed on behalf of the setting……..

Date of next review:.....