

CONFIDENTIALITY POLICY

KEYfs' work with children and families will sometimes bring us into contact with confidential information. To ensure that all those using and working in KEYfs can do so with confidence, we will respect confidentiality in the following ways:

- *Parents will have ready access to the files and records of their own children but will not have access to information about any other child.*
- *Staff will not discuss individual children, other than for the purpose of curriculum planning/group management.*
- *Information given by parents/carers to KEYfs supervisor or key person will only be used within the setting to ensure the best care for the child. Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.*
- *Any anxieties/evidence relating to the safeguarding of a child's will be kept in a confidential file and will not be shared within the group except with the relevant staff.*
- *Students on recognised courses attending KEYfs will be advised of our confidentiality policy and required to respect it.*

All the undertakings above are subject to the paramount commitment of KEYfs which is to the safety and wellbeing of the child. Please see our specific Safeguarding and Child Protection policy and procedures and also our separate GDPR policy.

*This policy was adopted at a meeting of KEYfs held in October 2016 and updated Jan 2019
Reviewed Jan 2022.*

Signed on behalf of KEYfs:-

.....  Deb J Manns (Owl)