

VOYAGE @ FLASH LEY.
CONFIDENTIALITY POLICY.

It is our intention to respect the privacy of children and their parents/carers, while ensuring that they access high quality childcare and education within our provision.

AIM

We aim to ensure that all parents/carers can share their information in the confidence that it will only be used to enhance the welfare of the children.

We keep two types of records within our setting: -

1. Developmental records - documenting children's progress, to record achievements and comply with the Early Years Foundation Stage learning and development requirements.

The key workers have responsibility to ensure that appropriate monitoring and assessments are completed on each child.

2. Personal records e. g. *Admission Forms / Getting to Know you forms* - essential contact numbers / personal information

Staff induction includes an awareness of the importance of confidentiality within their role at school therefore ensuring a balance between confidentiality and disclosure. Under no circumstances should staff discuss individual children or their families with other parents/carers. This includes staff code of conduct.

Students, volunteer and temporary staff within Nursery and Voyage are advised of our confidentiality policy and are required to respect it.

Parents may request access to view any records held on their child. Parents are informed that the Developmental records are passed to their child's next setting.

	Extended Services Manager	
	Deputy Manager	
	Chair of Governors	