2 Little Birds and Hutton Preschool work with families and children will bring us into contact with confidential information. It is a legal requirement that we hold information about the children within out setting. All records will be stored in a locked cabinet in line with current Data Protections requirements.

It is our intention to always respect the privacy of our children and we will do so by;

* Storing information in a locked cabinet
* Ensuring all adults with access to the information understand that is for nursery use only.
* Allowing parents access to the information held about their own child
* Gaining parental consent to use the information
* Ensuring staff understand that some information will be on a ‘need to know basis’ and if they are informed that the details remain confidential
* Staff and volunteer inductions will include the importance of confidentially and that a breach may result in disciplinary action.
* Ensuring staff are aware of our social media policies.

This policy was adopted at a meeting of:........................................................................

Date:................................................................................................................................................

Date to be reviewed:................................................................................................................

Signed:...........................................................................................................................................

Print Name:.................................................................................................................................

Position of signatory:..............................................................................................................