



Little Foresters Crèche Confidentiality Policy

The groups work with children and families who will sometimes be in contact with confidential information. To ensure that all who use and work in the group can do so with confidence, confidentiality will be respected in the following ways: -

- Parents/carers will have access to information about their own child only.
- Staff should not discuss individual children with anyone other than the parent/carer of that child without their permission.(discussions should only take place on the Pre School premises)
- Information given to a member of staff should not be passed to other adults without permission.
- Issues to do with the employment of staff, whether paid or unpaid, should remain confidential.
- The safety and well being of the child will be of paramount importance.