



Confidentiality Policy

At Penguin Preschool, we are committed to maintaining the highest level of confidentiality and privacy for all children, families, and staff. This policy outlines how we manage, store, and share information in line with relevant legislation, including:

- **The Data Protection Act 2018**
 - **UK General Data Protection Regulation (UK GDPR)**
 - **Children Act 1989 and 2004**
 - **Working Together to Safeguard Children (Statutory Guidance)**
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1. Record Keeping and Data Security

- All personal records and sensitive information are stored securely, either in locked filing cabinets or password-protected digital systems, accessible only by authorised members of staff.
 - Online journals and digital development records are protected by secure login credentials. Parents may request access to their child's records at any time.
 - Staff must consult the Preschool Leader or Deputy Leader if they are unsure whether they are authorised to access specific records.
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2. Speaking with Parents

- Any conversations with parents or carers regarding their child will take place in a private area, ensuring confidentiality is maintained at all times.
 - Discussions will be handled with sensitivity, professionalism, and respect.
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3. Sharing Information with Professionals

- Information may be shared with outside professionals (e.g., health visitors, the inclusion team, education and medical professionals) only with written parental consent, obtained via the registration form or a separate signed consent form when required.
 - In cases of safeguarding concerns, information will be shared without parental consent, in accordance with child protection procedures and legal duties to ensure the child's safety.
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4. Internal Sharing of Information

- Information about a child may be shared between staff members only when it is relevant and necessary for supporting the child's development, wellbeing, or safety.
 - Staff must handle all such information respectfully and discreetly.
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5. Respect for Children and Families

- Staff must not discuss or make personal comments about children or families in front of other parents, visitors, or unauthorised persons.
 - If a parent or carer asks about another child, they will be informed that we cannot discuss children who are not their own and referred to the Leader or Deputy Leader if necessary.
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6. Staff Conduct Inside and Outside of Preschool

- Staff must maintain confidentiality at all times, both within and outside of preschool settings.
 - Staff must not talk about children or families in any way that is disrespectful, or that could breach trust or professional boundaries.
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7. Breaches of Confidentiality

- Any suspected or actual breaches of confidentiality must be reported immediately to the Preschool Leader or Deputy Leader.
 - Breaches may result in disciplinary action, depending on the severity and circumstances involved.
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Review

This policy will be reviewed annually or sooner if required by changes in legislation or best practice guidance.

Reviewed 17/8/2026