



Confidentiality Policy

Working at Bright Sparks childcare with children and their families will sometimes bring the staff into contact with confidential information. All who attend Bright Sparks need to do so in confidence and we ensure this by:

- Any information given by the parents or carers to the staff will not be discussed with any other person without prior permission.
- Information will only be passed to outside agencies such as health visitors with the parents/carers permission.
- The confidentiality policy does not apply if Bright Sparks have evidence or suspect a child is in danger from abuse or harm. The child protection policy will be followed.
- Staff will not discuss individual children (other than for curriculum planning and development records) with people other than their parents/carer or professionals (without this parent's consent).
- Parents have access to discuss issues with any member of staff in a confidential area.
- All children's records will remain confidential and kept secure; parents can gain access to their child's files at any time.
- All staff, students and volunteers at Bright Sparks will be informed of the confidential policy in their induction training.