



STATEMENT OF CONFIDENTIALITY

Fusion Pre-School Southdown recognise that there may be issues that arise which are sensitive and should not be discussed in an open forum.

Management, Staff and volunteers are expected to maintain confidentiality about all issues relating to individuals, families or staff who are employed by Fusion Childcare Services.

There will be times when staff will discuss a particular issue within a staff meeting or other meetings, but these are not to be discussed outside the meeting/setting.

The Management will also discuss matters relating to staff and these discussions will also be kept to the confines of the meeting/setting.

All concerns relating to a Child Protection issue will be in line with the **Safeguarding Policy**.

Fusion Pre-School Southdown recognises that personal information is given to us for specific reasons only and we take our duty of care regarding confidentiality very seriously in accordance with **Data Protection Policy** Guidelines and as such is registered with the Data Protection Agency. All records are kept confidential and secure on and off site. Please see our **Data Protection Policy** for more information.

Adopted on:	Last reviewed on:	Reviewed on:	Next review Date:
20.07.2022	01.04.2023	04.01.2024	April 2025
<i>Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Organising premises for confidentiality and safeguarding [3.72]. Information and record keeping [3.77-3.80].</i>			
Signed and approved:	Fusion Pre-School Southdown		