



Regent House Preschool

Confidentiality and Consent Policy

Confidentiality

Confidentiality is held in the highest regards at Regent House Preschool. To meet the needs of all the children in our Preschool, it is important to share information with Parents/Carers and one another in order to support the development of the children. It may also be necessary in some circumstances for the staff to seek the help and advice from other professionals. If this action is required, the Parent/Carer's permission will first be sought. Any information and knowledge shared will be on 'a need-to-know basis' and will be kept confidential. All members of staff will agree to respect Regent House Preschool's Confidentiality Policy and this policy will be shared during Staff and Student Induction training.

Consent

As part of the enrolment procedure, Parents/Carers will be asked to give permission for their children to take part in a wide variety of activities. Permissions slips are attached to all the specific policies and can be viewed separately.

These policies include:

- Assessment, Observations and Record Keeping
- Intimate Care
- Management of Medicines
- Social Networks, Mobile Phones and Photography and Videography

Monitoring and evaluation

This policy will be reviewed and monitored in line with the Preschool's policy review schedule.

Reviewed:

14/05/23

Approved by BOG:

21/09/23