# Seedlings Kindergarten

## Confidentiality Policy

- Any information regarding your child or your family, given to us, either verbally or in writing, will be treated as confidential.
- Parents will have access to their own child's records but not to those of other children.
- All documentation relating to your child is stored in a file, which is not accessible to any other party.
- We will not discuss your child with others, unless we have permission from you.
- We will however, divulge confidential information to Social Services and to Ofsted if we have any concerns that your child is being abused (please see separate Child Protection policy).

Date: April 2017
Reviewed: April 2018, April 2019
Review due: April 2020

| **I have read, understand and agree to abide by the above policy** | | |
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| Name | Date | Signature |
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