



# Confidentiality Policy

**Date updated: November 2025**

**Date of next review: November 2026**

We respect the privacy of all children and families in our care. Information provided to us, whether verbal or written, will be handled with strict confidentiality.

## Access to Records

- **Parent Access:** Parents may access records relating to their own child but will not have access to any other child's information.
- **Storage:** All documentation concerning your child is securely stored and is not accessible to unauthorized individuals.

## Information Sharing

- **With Consent:** We will only share information about your child with other parties if we have obtained explicit permission from you.
- **Without Consent:** Confidential information will only be shared without permission in specific circumstances where we have concerns for your child's safety. In such cases, we are obligated to share relevant information with Social Services to ensure the child's protection (please refer to our Safeguarding Protection Policy).

Our confidentiality policy is in place to ensure all information about children and families is handled respectfully and responsibly.