

# Norton Pre-School



## Confidentiality Policy

Norton Pre-School respects the confidentiality of each and every member. Parents will have ready access to files and records of their own child/children but will not have access to information about any other child. All Staff have signed a confidentiality agreement, which means they will not discuss individual children other than for the purposes of observation and planning with people other than the parents and carers of that child. Students on training courses observing the Pre-School will be advised of our Confidentiality Policy and be required to adhere to it.