

Little Bears Pre-school

Confidentiality Policy

“Confidential information is information of some sensitivity, which is not already lawfully in the public domain or readily available from another public source, and which has been shared in a relationship where the person giving the information understood it would not be shared with others...”

Information Sharing: Practitioners' Guide.

Statement of Intent

In our setting, staff and managers can be said to have a 'confidential relationship' with families. It is our intention to respect the privacy of children and their parents/carers, while ensuring that they access high quality early years care and education in our setting. We aim to ensure that all parents/carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

Confidentiality Procedures

There are record keeping systems in place that meet legal requirements; means of storing and sharing that information take place within the framework of the General Data Protection Regulations / Human rights act 1998.

To ensure that all those using and working in the preschool can do so with confidence, we respect confidentiality in the following ways:

- We always check whether parents/carers regard the information they share with us to be regarded as confidential or not.
- Some parents/carers sometimes share information about themselves with other parents/carers as well as staff; the setting cannot be held responsible if information is shared beyond those parents/carers whom the person has 'confided' in.
- Information shared between parents in a discussion or training group is usually bound by a shared agreement that the information is confidential to the group and not discussed outside of it.
- We inform parents/carers when we need to record confidential information beyond the general personal information we keep (record keeping procedure), for example with regard to any injuries, concerns or changes in relation to the child or the family, any discussions with parents/carers on sensitive matters, any records we are obliged to keep regarding action taken in respect of child protection and any contact and correspondence with external agencies in relation to their child.
- We keep all records securely (record keeping procedure) whilst remaining accessible.
- Parents have ready access to the developmental files and records of their own children. Staff will ensure that parents do not have access to information about any other child.
- Parents' permission will be sought before photographs are taken of children, either as individuals or in groups. Consent from the parent/carers is requested in the registration form.
- In the event that the local newspaper would like to take a picture of the preschool staff and children for a particular event, consent is sought from the parents/carers of children attending on the relevant day by checking whether permission has been given on the Child's Registration Form. Parents/carers will also be asked to confirm if they give permission for the newspaper to publish their child's name. This information is on the child's registration form.
- No images of the children will appear on any website or publicity materials related to the preschool, without obtaining prior written informed consent from the parent/carer.

- At no time may staff use personal camera phones during work hours.
- Any photographs taken by the preschool's children of each other shall only be used within the preschool's premises for curriculum projects.
- In the event that the preschool organises an open event for the children and include parents/carers or family members, consent will be sought from all parents for images to be taken by other parents/carers/family members of other children during the open event. It will be made clear to parents/carers/family members that they have not been given permission to use/publish any of these pictures on websites or social networking sites. E.g. Facebook.
- Parents may request access to any confidential records on their child/family in writing to the Manager. The Manager informs the Chair of CIO and sends a written acknowledgement. Access will be provided within 14 days (of original request), where possible.
 - The file will be prepared by the Manager and Chair.
 - All third parties will be informed in writing and permission sought.
 - Copies of all correspondence, including consents and refusals, will be kept on file.
 - Any information, for which consent is not given, will be removed from the file.
 - A clean copy of the file will be photocopied and the parents will be invited to view and discuss file contents with the Manager.
 - Legal advice may be sought before sharing file information.

We ensure all those attending and working within the preschool sessions will respect confidentiality in the following ways:

- Staff will not discuss individual children, other than for the purpose of activity planning / group management, with people other than the parents/carers of that child. Staff induction includes an awareness of the importance of confidentiality in the role of the key worker.
- Information given by parents/carers to the preschool Manager will not be passed on to other adults without permission.
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- Any anxieties or evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a "need-to-know" basis. We will inform parents when we need to record this and other confidential information.
- Students making observations at preschool sessions will be advised of our confidentiality policy and are *required* to respect it.

All of the above undertakings are subject to the paramount commitment of our group to the safety and wellbeing of the child.

Related Policies

Record Keeping Policy
Safeguarding Policy
Grievance and Disciplinary Policy

Legal Framework

General Data Protection 2018
Human Rights Act 1998

Further Guidance

Information Sharing: Practitioners' Guide Gov.uk (July 2018)

Approved.....: **(Chair of CIO signature)**

Adopted on Review Date