

## 8. Confidentiality Policy

### Statement of intent

It is our intention to respect the privacy of children, parents, carers and staff. All the undertakings below are subject to the paramount commitment of the pre-school, which is to the safety and well-being of those who attend. Ensuring families access high quality care and education.

### Aim

The aim of this childcare setting is to promote an environment of respect with reference to confidential information relating to the staff, children, families or Walton Under Fives Pre-school business. To ensure that parents / carers can share their information in confidence and it will only be used to enhance the welfare of their children.

### Methods

To ensure that all those attending and working in the pre-school can do so with confidence, we respect confidentiality in the following ways.

Committee members will be reminded that:-

- During their term in office as a committee member, they may be party to confidential information concerning the staff, children, families or group users, and the group's financial business. Any information which, is received as a result of their position as a committee member, must remain confidential to them.
- Confidential issues must not be discussed with parents, or any other individual not connected with the organisation.
- During and after their term of office, they must not disclose or allow the disclosure of any confidential information (except in the proper course of their membership of the committee).

Staff, volunteers and students are reminded that:-

- They will not discuss personal information given by parents with other members of staff, except where it affects meeting the child's needs and written parental consent has been given.
- Staff induction includes an awareness of the importance of confidentiality in the role of the key person, they acknowledge in writing that they understand and agree to follow confidentiality procedures.

1. Any concerns or evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with the Manager and Chairperson (also refer to **Policy No. 20 Safeguarding Children**). Personal information about children, families and staff are kept securely whilst remaining as accessible as possible.

2. Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions e.g. Manager and Walton Under Fives Pre-School Committee.

3. Students or regular volunteer's induction includes an awareness of the

importance of confidentiality, they acknowledge in writing that they understand and agree to follow confidentiality procedures.

- They are required to obtain written permission beforehand from the Manager and parent when making records or observations on a child to build up a portfolio of work for their qualification.

### **Parents and carers:-**

Parents have access to the files and records of their own children but do not have access to information about any other child.

The Manager will talk to a parent or carer who is present during a session about the importance of confidentiality. They are given additional written information to read through our Volunteer & Visitors Pack. This information also covers important aspects of health and safety. They are made aware of the Confidentiality Poster.

### **Information sharing:-**

When third parties are involved such as Speech and Language Therapist, Early Years Support Officers or other professionals supporting the child or family, they may wish to access the child's records. If this is the case written parental consent is acquired beforehand.

Please note that it may be necessary in certain circumstances to share information with other agencies e.g. Children's Social Care or the Police. This would particularly apply to any child protection issues. Parents or carers will always be informed unless it is believed this would place the child at risk of significant harm.

Ofsted may request to look at children's records, written parental consent is acquired when a child first joins the setting through their Welcome Pack. Staff also provide written consent to allow Ofsted to look at their personal files.

No information about Walton under Fives Pre-school's confidential business matters, or discussions around children, families or staff should be put on any social networking site.

**Under no circumstances should any photographs/videos taken within the pre-school by any persons be put on social networking sites.**

### **Links to other policies and legislation:-**

- Children act 2004, Childcare act 2006,
- General Data Protection Regulation 2018
- Mobile phone policy, staff handbook
- Information sharing Guidance for Practitioners and Managers, Somerset local safeguarding children board booklet
- Every child matters outcome, Keeping safe, Economic wellbeing
- Data Protection policy (9)

## **Training / Education**

This policy forms part of the Induction Training of students, volunteers and employees.

This policy was adopted at a meeting of Walton Under Fives Pre-School held January 25th 2012. It was reviewed and adapted in a committee meeting in June 2018

Signed (Pre School Leader) ..... Date .....

Signed (Committee Chair) ..... Date .....