

Confidentiality Policy

The pre-school's work with children and families will sometimes bring us into contact with confidential information. To ensure that all those using and working in the pre-school, including parent helpers and volunteers, can do so with confidence, we will respect confidentiality in the following ways:

- (i) Children's learning journeys are kept securely on the Famly software. Parents will have access to the files and records of their **own** children but will not have access to information about any other child other than where group observations have taken place and we have prior written permission to do so.
- (ii) Written records with any confidential information will be kept in a locked cupboard which only pre-school staff have access to.
- (iii) Staff will not discuss individual children, other than for purposes of curriculum planning/group management, with people other than the parents/carers of that child.
- (iv) Information given by parents/carers to pre-school staff will not be passed on to other adults without permission.
- (v) Records regarding incidents concerning children will be kept on site and for a minimum of ten years.
- (vi) Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- (vii) Professional curiosity relating to a child's personal safety will be kept in a confidential file and will not be shared within the group except with the manager/deputy and relevant staff.

The pre-school must have regard for The Children Act legislation (1989 & 2006) and the Working Together to Safeguard Children (2018) statutory guidance. This includes keeping the name, address and date of birth of each child and the name, address and contact number of each parent on file. This information will be kept in a locked cupboard which only pre-school staff have access to and will also be stored securely on the Famly software.

Students working within the setting for training purposes will be advised of our confidentiality policy and required to read, sign and respect it.

The pre-school staff will follow The General Data Protection Regulation (GDPR) legislation (2016/679) as implemented in The Data Protection Act (2018). The pre-school will be registered with the Information Commissioner's Office (ICO) as a data controller. The pre-school's GDPR officers are Caroline Strudley (Manager) and Nicky Clark (Deputy Manager)

Information Sharing

At times, and with the parents' permission, information sharing can occur between settings or relevant specialists in order to gather a wider understanding of the child and provide help and support which will benefit the child's learning journey.

We recognise that parents have a right to know that information they share will be regarded as confidential as well as be informed about the circumstances, and reason, when we are obliged to share information.

We are obliged to share confidential information with authorisation from the person who provided it, or to whom it relates, if it is in the public interest. That is when:

- (i) It is to prevent a crime from being committed or intervene where one may have been or to prevent harm to a child or adult;

- (ii) Not sharing it could be worse than the outcome of having shared it.

The decision should never be made as an individual, but with the back-up of management and governing body members. The three critical criteria are:

- (i) Where there is evidence that the child is suffering, or is at risk of suffering significant harm.
- (ii) Where there is reasonable cause to believe that a child may be suffering or at risk of suffering significant harm
- (iii) To prevent significant harm arising to children and young people or serious harm to adults, including the prevention, detection and prosecution of serious crime.