

Confidentiality Policy

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and well-being	2.1 Respecting Each Other	3.2 Supporting Every Child 3.3 The Learning Environment	

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 can do so with confidence, we will respect confidentiality in the following ways:

- We follow guidelines from Ofsted and the LSCB regarding access to records. Parents will have ready access to the files and records of their own children except where guidelines do not make this possible, but will not have access to information about any other child. Files will be retained for the statutory length of time then destroyed by shredding.
- 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. Exceptions to this are; external advisors who have been invited (with the knowledge of parent/carer) to observe the child for specific, agreed purposes; transition from one keyworker to another; **or** transition to school (report shared with parents prior to being shared with the onward school).
- We always check whether parents regard the information they share with us to be confidential or not, and recognise that some information such as a contagious illness may need to be shared, but could be done so anonymously.
- Parents sometimes share information about themselves with other parents as well as staff. The setting cannot be held responsible if information is shared beyond those parents whom the person has 'confided' in. Staff will aim to address gossip if appropriate.
- 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.
- Information given by parents/carers to the pre-school leader or keyperson will not be passed on to other adults without permission except to staff on a need to know basis (if the comment/information relates to safeguarding in which case the lead practitioner should be informed and safeguarding procedures followed - see policy).
- 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/evidence 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 lead or deputy practitioner for safeguarding and/or the named person on the management team. The child's keyworker may also be informed if appropriate. (See Safeguarding Policy)
- Students who are carrying out recognised qualifications or relevant training within our setting, will be advised of our confidentiality policy and required to respect it and adhere to it. Within all written work details of the child will be changed and a pseudonym used, e.g child A.
- Any volunteers or visitors to the setting will be advised of our confidentiality policy and will be asked to adhere to it at all times. Staff Inductions and supervisions will also cover confidentiality.
- We register with the Information Commissioner re data handling.
- Data regarding monitoring of children's progress is anonymous.
- Comments by staff about the pre-school are not placed on any social media sites.
- No photos of children to be uploaded onto the w.w.w without permission from parents/carers (see images policy).
- No images of children to be uploaded onto social networking sites (see images policy).

All the undertakings above are subject to the paramount commitment of the pre-school which is to the safety and wellbeing of the child. Please see also our Safeguarding policy, Mobile Phone and Dictaphone policy.

This policy was adopted at a meeting of First Steps Fountain Of Life Pre-School

Held on (date) _____

Signed on behalf of the Management Team _____

Role of signatory (e.g, chairperson etc) _____

Review date _____

Signature for use in staff files only

Name of staff member or volunteer/student –

Role -

Signature of staff member or volunteer/student –

Date –