

## **STAMPERS PRE-SCHOOL**

### **Confidentiality policy (revised 18.2.16)**

#### **Statement of intent**

**It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality pre-school care and education. We work to build positive relationships with parents and carers.**

#### **Aim**

We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children. Stampers is registered with ICO (Information commissioners office) and protects personal information as required by the Data Protection Act 1998. See ico. Website for more information. <http://www.ico.org.uk/>

#### **Method**

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

- Parents/carers have ready access to the files and records of their own children but do not have access to information about any other child. Permission is sought for use of each child's name and/or photo in other children's learning journals eg as part of a group observation.
- We will only discuss confidential information with those who have parental responsibility for a child, unless instructed otherwise by those with parental responsibility or in a case where our Safeguarding policy applies.
- A private room can be made available for parents/carers who wish to discuss anything in confidence with a staff member. The staff member will take notes and share with other members of staff as appropriate.
- Staff will not discuss personal information given by parents/carers with other members of staff, except where it affects the care of, and planning for, the child's needs.
- Staff induction includes an awareness of the importance of confidentiality in the role of the keyperson and their day-to-day knowledge of the pre-school.
- Any concerns/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.
- Personal information about children, families and staff is kept securely in a lockable file whilst remaining as accessible as possible. Staff personnel records are kept on site in a secure file to ensure confidentiality.
- Personal information known about families as a result of working at Stampers is shared only with other staff on a need to know basis, and never outside the setting without a professional reason eg a meeting with a professional such as a speech and language therapist.

- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students on recognised qualification training, when they are observing in the pre-school, are advised of our confidentiality policy and required to respect it.
- Members of Stampers Committee are advised of the need to respect confidentiality in *all* information divulged to them, as part of their role on the Committee. This includes any personal details eg email addresses, phone numbers of other committee members and staff.
- Appendix 1 shows the length of time the various items of paperwork will be kept for. These items will be kept securely until they are no longer needed and then shredded. This is the responsibility of the current Pre-School Leader and the Committee to ensure all confidential documents are kept for the times specified and in a secure manner.
- A breach of this policy can be considered to be gross misconduct by staff and the Committee, and will be dealt with accordingly under the staff grievance and disciplinary policy, or in case of a Committee Member by the PLA.
- In order to share information with outside professionals, either as part of the Inclusion Toolkit, EYFS 2yr check, medical issues or for transition purposes, the express permission of the parents/carers will be sought in advance.

All the undertakings above are subject to the paramount commitment of the preschool, which is to the safety and wellbeing of the child.

See also:

- Admissions Policy
- Behaviour Management Policy
- Complaints Policy
- Contact and Collection of Children Policy
- CPD policy
- Performance Management policy
- Equality and Diversity Policy
- Food and Drink Policy
- Funding and Fees Policy
- Parental Involvement Policy
- Personal and Intimate Care Policy
- Planning, Observation and Assessment Policy
- Safeguarding Children Policy
- Inclusion Policy
- Staffing and Employment Policy
- Student Placement Policy
- Camera and Mobile phone policy

This Policy has been adopted by the Stampers Pre-school Management Committee.

Signed .....  
 Chair of Stampers Pre-school Management Committee

Date.....