

Confidentiality Policy

Our aim is to ensure all parents/carers can share their information in confidence and that it will only be used for the purpose to enhance the well-being and safety of all the children in our care. This is in line with our Privacy Notice and complies with the Data Protection Regulations GDPR (2018).

The pre-school's work with children and families will 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 respect confidentiality in the following ways:-

The Data protection Regulations GDPR (2018) is adhered to by registering with the Information commissioner's office as the Data Controller and complying with the 8 principles of the Act.

- Parents will have ready access to the files and records of their own children but will not have access to information about any other child.
- Staff will not discuss individual children, other than for the purpose of curriculum planning/group management, with people other than the parents/carers of that child.
- Information given by parents/carers to the pre-school manager or staff will not be passed on to other adults without consent, exemption being where there is reasonable cause to believe that a child may be at risk of significant harm or if there is a safeguarding concern. This will override confidentiality where the information needs to be passed on to social care, the safeguarding children's board or other professionals such as the police and Ofsted. **(child protection policy)**.
- Issues to do with employment of staff, whether paid or unpaid, will remain confidential to the Manager who is directly involved with making personnel decisions.
- Any anxieties/evidence relating to a child's personal safety **(Safeguarding Children)** will be kept in a confidential file and will not be shared within the group except with the child's keyperson/manager. This will be on a need to know basis.
- Students, volunteers and parent helpers on placement will be advised of our confidentiality policy and will be required to respect it.
- Parents will have the opportunity to discuss health issues in the Pre-school with the child's Key person and Pre-school Manager who is the designated lead for safeguarding.
- Links will be maintained with the relevant Health Authorities to provide further information should a notifiable disease occur.
- This information will also be shared with Ofsted. Tel 0300 123 1231