



## Whiteley Preschool Confidentiality Policy

The legislation for this policy:

- General Data Protection Regulation 2018
- The Human Rights Act 1998, particularly Article 8
- Common Law Duty of Confidentiality

It is our policy to maintain high levels of confidentiality at all times, respecting an individuals' right to keep their personal life private; whilst maintaining high quality early years education provision. Any information obtained by the preschool, written or verbal, (not widely known or easily available from other sources) will remain confidential. It will be shared with the staffing team and external agencies when prior permission from the parent / guardian has been sought. The exception to this will be if there are safeguarding concerns about a child's well-being and / or safety, in this situation no prior consent will be sought when contacting external agencies.

It is all staff and committee members responsibility to ensure the confidentiality of children, parents and other staff members. All staff and committee members must sign our confidentiality agreement and must not discuss any details relating to the children, parents and other staff members to anyone outside of the preschool setting via any form of communication. Staff must not become involved in discussions about children outside of the preschool, including on social media sites.

To ensure that all those using and working in the preschool can do so with confidence, we have put into place the following procedures;

- Parents can access their own child's files and records but have no access to any other child's.
- Concerns relating to the protection of a child and their well-being are recorded following the correct procedure (Please see our Safeguarding Policy and Procedures). This information is shared with the appointed Child Protection Officers – Andrea Hill and Jade Heslin.
- All personal information relating to a child, their family and employees is kept in a secure locked file and kept electronically on the preschool laptop. These remain accessible to the appointed personnel only.
- Employment information, including volunteers, remains confidential.
- People who visit the preschool are advised of the confidentiality policy, via the visitor's statement, and are required to read and adhere to the statement.
- Parents' permission is sought for photographs of their children to be included in displays, in other children's Learning Journey's and on the preschool website.
- On induction to the setting staff sign to signify their understanding of the confidentiality policy and procedures.
- Visitors to the setting are not allowed access to any confidential information without prior consent.
- A space will be provided by the setting for parents to speak confidentially to staff. The Rookery, Yew Tree and Sweethills rooms provide this secure space.

Policy adopted on: 9<sup>th</sup> July 2014

Reviewed on: 22<sup>nd</sup> May 2018

Signed:..... Chairperson

