

CONFIDENTIALITY

INTRODUCTION

It is “BBDN & Pre-school” intention to respect the privacy of children and parents and carers, whilst ensuring that they access high quality early years’ care and education in our setting.

It is “BBDN & Pre-school” policy that the manager, staff, volunteers and any other person associated with the setting understands the need to protect the privacy of the children in their care as well as the legal requirement that exist to ensure that information relating to the child is handled in a way that ensures confidentiality. **Statutory Framework for the Early Years Foundation Stage - 2014:20, point 3.69**

It is the responsibility of the manager, staff, volunteers and any other person associated with the setting to respect CONFIDENTIAL information obtained in the course of their work, and refrain from disclosing such information without the consent of the child or a person entitled to act on their behalf, except where the disclosure is required by law or is necessary in the public interest.

The manager, staff, volunteers and any other person associated with the setting must not

- Discuss confidential matters about children with other parents or Carers

- Discuss confidential matters about parents/carers with children or any other parents/carers

- Discuss confidential matters about staff with children or any other parents/carers or staff members

Trust is implied with all staff, volunteers and any other person associated with the setting.

Any staff member found to be discussing individual children with anyone other than for the purpose of curriculum planning or management; with people, other than the parent or carers of the child will be regarded as serious MISCONDUCT that could result in disciplinary action being taken, including DISMISSAL.

The dangerous consequences of careless talk in public places cannot be overstated.

Staff will only discuss personal information given by the parent with other staff members on a need to know basis. Staff induction includes an awareness of the importance of confidentiality in their role of the key person

“BBDN & Pre-school” staff understands that should they need to discuss confidential information with a parent about their child or a parent wishes to talk to a member of staff about their child, that they should discuss this confidential information in a private place away from other staff, children or parents. Staff must ensure that when they are doing this, they treat the parent with respect and only discuss the necessary information with the parent/ Carer.

“BBDN & Pre-school” encourages anyone who has concerns about the manager, staff, volunteers and any other person associated with the setting breaching confidentiality, to raise

their concern with the manager, the deputy manager or the proprietors. Refer to Whistleblowing policy.

RECORDS

Confidential information and records about staff, parents and children must be held securely and only accessible and available to those who have a right or professional need to see them.

BBDN is fully aware of their responsibility under the data protection (DPA) 1998 and the Freedom of Information Act 2000 in relation to Confidentiality and the collecting and sharing of information. **Statutory Framework for the Early Years Foundation Stage - 2014:20, point 3.69**

We keep two types of records on children attending our setting:

Developmental records

- ☒ These include observations of children within the setting, samples of their work, summary development reports and learning journey, including photographs. These are usually kept within the rooms in a cupboard and can be accessed and contributed to, by the staff.
- ☒ Parents have access to their child's developmental records at any time by prior appointment and twice per year at parent's evenings.

Personal records

- These include registration and admission forms, signed consents, medical information and correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies
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- All must be kept for at least five years

Information sharing

"BBDN & Pre-school" will share information on a need to know basis with consent where appropriate and when, possible.

The safety and the welfare of the child or young person must be the first consideration when making decisions about sharing information. Information may be shared without consent if, in your judgement that a child may be at risk of significant harm or an adult may be a risk of serious harm.

Any information shared with any other agencies regarding an individual child will be documented and placed within the child's personal file in the office. The information shared will be on a need to know basis.

“BBDN & Pre-school” is Data protection registered with the Information Commissioners Office (ICO) due to “BBDN & Pre-school” having CCTV, taking photographs/ images and storing personal data on children, Parents and staff.

OTHER RELEVANT POLICIES & PROCEDURES

Safeguarding children

Inclusion

Supervision and Appraisal

Induction

Recording of information

Parents as partners

Disciplinary

Grievance

Whistle blowing

Behaviour Management

Settling in

Admissions

Medication