

8- Confidentiality policy

Aim: It is our intention to respect the privacy of children, their parents and carers, whilst ensuring that they gain access to high quality Early Years Care and Education.

Jackie is registered with the Information Commissioner's Office (ICO) as the Data Controller as part of the Data Protection Act 1998.

Any information regarding your child or family, given to us verbally or in writing, will be treated as confidential so that all parents and carers can share their information with us in the confidence that it will only be used to enhance the welfare of their children.

We at Woodentops respect the privacy of children and their families by:

- Storing all documentation in a locked filing cabinet only accessible to Woodentops Staff.
- Ensuring all staff, volunteers and students are aware any information about the child and their family remains confidential.
- Sharing information between staff is on a 'need to know basis'.
- Ensuring parents have access to their childrens records only.
- Gaining parents signed permission to share information with others such as schools, other Early Years settings and professionals.
- Only sharing information to the General Practitioner or Hospital Doctor in the case of an emergency.
- Talking to parents about any causes of concern, e.g. unsociable behaviour, out of hearing of the child/ children in question, other children and their parents/carers.
- Ensuring 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.
- Ensuring written material about the children and their families is shredded before disposal.

Staff's Information is kept confidential by:

- Any issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved.
- Ensuring visiting students and volunteers are aware of our confidentiality policy and the requirement to respect it.
- Ensuring confidentiality is brought to the attention of all staff/volunteers on appointment.

Any breach of confidentiality would have serious consequences for the person concerned.

The only time our confidentiality policy is overridden is in cases of a child being at risk and the Safeguarding Policy and procedure will be put into action.

You may find out confidential information about our staff during our working relationship and we would be grateful if you too would respect our staff's privacy and not repeat what you may have been told to other parties.

Please only discuss preschool matters with staff at preschool and not out in the community.

For advice from The Information Commissioner's Office Helpline 0303 123 1113 <https://ico.org.uk/>

This policy was adopted on	25 th March 2019
Date	31/12/21
Date for review	Jan 23