



Welbourn Pre-School Confidentiality Policy

Welbourn Pre-School takes the confidentiality of all staff, children and families very seriously. We will only use and share confidential information when necessary to support the wellbeing of individual children.

The setting will not discuss confidential information about children and their families with other parents/carers. Parent helpers/volunteers will be briefed on the importance of maintaining confidentiality and they will not have access to any personal files or information.

Records are kept as follows:

- **Personal Records** - In each child's individual file will include: registration and enrolment forms, consent forms, information and observations by staff on any confidential issue involving a child, for example; development concerns or safeguarding concerns. Also, reports or minutes that may arise from any meetings that concern the child from other agencies working with the child/family. Parents can access these records by following the 'Access to Information' procedure.
- **Learning and Development Records** - These include observations, assessments, photos, developmental records, and samples of the child's work. Learning and development records can be accessed, and contributed to at any time by staff, the child's parents and the child.
- **Staff Records** - Each team member, paid or unpaid, will have a personnel file containing personal information, emergency contact details, next of kin, and details of course, tutor, induction, confirmation from college, evidence of DBS clearance. This file can be accessed by the individual to whom the file relates upon request to the management.
- **Medication Records** - Individual records relating to each child/staff member detailing ongoing medication and emergency treatment with consent from parents/carers or the individual.
- **Accident & Incident Records** – Individual records relating to each child/staff member detailing the nature of the accident/incident, pre-existing injuries, who dealt with it and the outcome. The record will include counter signatures.

All records relating to the children and individuals who have worked with the setting whether paid or unpaid will be archived for a period of time in line with the regulations and guidance in the EYFS (minimum of 3 years). Welbourn Pre-School will ensure all

management, committee members, staff, volunteers and students are aware of, and understand the Confidentiality Policy, and will be asked to sign a record to agree that they have read the policy and agree to abide by it. They will be made aware that any breach of confidentiality may lead to disciplinary action.

Breach of Confidentiality

All committee/staff members are expected to regard confidentiality as a duty and a responsibility. Committee/staff members, who disclose information observed, or heard without proper authorisation, will be subject to the setting's disciplinary procedure and this could lead to the termination of their contract.

Action taken will correspond to the seriousness and level of the breach of the Confidentiality Policy; however, all cases will be treated in a serious manner.

Sharing Information with Confidence

- Parents will have access to the records of their own children but will not have access to information about any other child.
- Personal records will be stored in a lockable filing cabinet within the provision and will be accessed only by staff members through the Manager.
- Information given will be shared on a need to know basis with the child's Key Person, other team members within the setting and other professionals. This will only be done with the consent of the parent/carer or in cases of safeguarding issues.
- Issues relating to the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making workforce decisions.

Access to Personal Information Procedure

Parents may request access to records held on their child by the following procedure;

- Any request to see the child's **personal record** by a person with parental responsibility must be made to the Manager in writing. (Where a verbal request is made the following process will still be applied).
- The Manager will reply with a written acknowledgement.
- The setting commits by providing access within 20 working days.
- Any third parties will be contacted in writing stating that a request for disclosure has been received, and asking for their permission to disclose to the person making the request. Copies of these letters are retained for the file.
- Third parties, including family members, who may be referred to in the records, as well as workers from other agencies, such as the Lincolnshire Safeguarding Children's Board can refuse consent to disclose, preferring the individual to go directly to them.

- When all consent/refusals to disclose have been received these are attached to the copy of the request letter.
- A copy of the file is taken.
- Where a third party has refused disclosure of information, these references will be edited and as much information supplied as is possible.
- The information will be supplied either in hard copy format or on screen.
- The child's parent/carer may **verbally** request to see **their** child's **Learning and Development Record** at any time, to read or to make a contribution to. This request can be made to their child's Key Person and can be accessed at any time.

Data Protection

Welbourn Pre-School is required to keep and maintain records to comply with Ofsted registration and the legal requirements in the EYFS. We are aware of the requirements of the General Data Protection Regulations 2018 and comply with the principles which state that personal data must be:

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimisation.
- Accuracy.
- Storage limitation.
- Integrity and confidentiality.
- Accountability.

We have checked the requirements of the General Data Protection Regulations 2018 and are registered. Parents/carers will be required to sign to give their consent to the necessary information being held. Useful information and data protection registration/exemption www.ico.gov.uk

This policy has been adopted by Welbourn Pre-School

Signed on behalf of the setting by:

Chairperson

Secretary

Date

Review Date

October 2020

October 2021