

## Severn Beach Preschool

### Confidentiality Policy

Severn Beach Preschool is committed to keeping all information about the children, their carers, committee members, and members of staff confidential. We comply with all requirements of the GDPR 2018.

#### **Confidentiality procedures:**

The preschool is required to obtain and maintain records on individual children to ensure the efficient management of the setting and to ensure the needs of all children are met.

These records must only be easily accessible and available to those who have a professional need or right to see them. Preschool may share these records with parents, carers, other professionals working with the child, the police, social care and Ofsted as appropriate.

- Children files and records will be kept in a place that is accessed only by appropriate staff members.
- Children's information other than their first names will not be displayed in preschool.
- Ensure if the group needs to discuss a sensitive issue with a parent or carer it is done in private.
- Staff will not discuss individual children with anyone other than the child's parent or carer without permission. There is however a requirement to share information on the child with other settings where there is shared care, this will always be of a professional nature to ensure continuity of care. Confidentiality may also be broken if there is a child protection concern.
- Staff will discuss individual children for the purposes of development and progress, curriculum planning or the management behaviour of children only.
- At Severn Beach Preschool we use an online learning journal, Your Learning Journal. This is a safe site and our children's information can only be accessed by our staff. Parents will have access to their own child's journal but not to anyone else's.
- Parents can opt in to be part of Severn Beach Preschool Facebook pages and web site. We respect and adhere to all parent's wishes. Names are not used on any sites.
- Ensure students observing or working in the setting are advised of the policy and will be required to respect it.
- Ensure issues relating to employment of the staff will remain confidential to the people involved directly with personnel matters.
- Staff will not discuss children, their carers, committee members or other staff members when using social networking sites. This will lead to disciplinary action being taken. (see staff confidentiality and social media policy)

- Personal telephones will be placed in the store cupboard during working hours and not used to take photographs of children.
- The preschool will refer to South Gloucestershire's Acceptable use of Technology document for further guidance.

### **Access to records procedures**

Parents/carers may request access to any confidential records held on their child and family following the procedure below:

In this instance we may need to prepare the information to be shared by blacking out any 3<sup>rd</sup> party names which may be mentioned. Parents will be informed of this and...

- A photocopy of the complete file will be taken.
- The Preschool manager and/or chairperson go through the file and remove any information which a third party has refused consent to disclose.
- The 'clean copy' is photocopied for the carers/parents who are then invited in to discuss the contents. The Preschool manager will explain the contents of the file.

All the undertakings above are subject to the safety and wellbeing of the child. Please see also Safeguarding Children Policy and Procedure.

The preschool will keep records of children for a reasonable period of time or for a time dictated by the insurance company. See GDPR policy. Records on Learning and Development will be passed on to the parent/carer if the child leaves to attend another setting or as they move up to school.