

Confidentiality Policy

Swallows Nest Preschool takes the confidentiality of all staff, children and families very seriously. We will only share confidential information when necessary to support the wellbeing of individual children.

Swallows Nest Preschool 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 personal files or information.

Records are kept as follows:

- Children's Personal records – registration documents provided by a person with parental responsibility will be kept together in a binder.
- Children's Individual personal records – an individual file will be kept for any child for information and observations by staff on any confidential issue involving the child such as developmental or safeguarding concerns. Reports or minutes from meetings concerning the child from other agencies working with the child/family. Parents can access these records by following the Access to Information Procedure.
- Children's Learning and Development records - these include observations, assessments, photos, developmental records and samples of the child's work. Learning and development records will be stored appropriately to ensure confidentiality and can be accessed at any time. Staff, the child and the child's parents can contribute to them.
- Staff records – Each team member, paid or unpaid will have a personnel file containing personal information, emergency contact details, next of kin, recruitment information, references, induction records, training records, qualifications, appraisal records, evidence of DBS clearance This file can be accessed, by the individual to whom the file relates, at any time.
- Student files – Each student will have a file containing personal information, contact numbers, details of course, tutor and induction. This file can be accessed, by the individual to whom the file relates, at any time.
- Issues relating to the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- Medication records and Emergency treatment - records relating to each child/staff member will be kept in the medication book.
- Accident and 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 what the outcome was will be kept in the relevant book. Signatures of staff member and parent/carer must be included.
- These will be entered in a book ensuring that there is one entry per page so as not to breach the confidentiality of the previous record.

All records relating to the children and individuals who have worked with the setting whether paid or unpaid will be archived for a minimum of 3 years in line with regulations and guidance in the EYFS.

Swallows Nest Preschool will ensure all staff, volunteers, students are aware of and understand the confidentiality policy and will be asked to sign a record to agree they have

read the policy. 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 who disclose information observed or heard without proper authorisation, will be subject to the setting's disciplinary procedure and this could lead to a termination of their contract.

Action taken will correspond to the seriousness and level of the breach of 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 supervisor/deputy.
- Information given will be shared on a need to know basis with the Child's key person, other team members and with 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 Records procedure

Parents may request access to Individual Personal Records (Not learning and development records) held on their child by following this procedure.

- Any request to see the child's personal file by a parent or person with parental responsibility must be made to the Joint Managers in writing.
- The Joint Managers will reply with a written acknowledgement.
- The setting commits to providing access within 14 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, include family members, who may be referred to in the records, as well as workers from another agency 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 to 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 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

Swallows Nest Preschool is required to keep and maintain records to comply with Ofsted registration and the legal requirements of the EYFS. We are aware of the requirements of the Data Protection Act 1998 and comply with the principles which state that personal data must be:

- Obtained and processed fairly and lawfully
- Held for lawful purpose
- Used only for the purpose stated
- Accurate and up to date
- Held no longer than the required time
- Accessible to the individual concerned, or individuals with parental responsibility
- Appropriately secure
- Disclosed only using the access to information procedure

We have checked the requirements of the Data Protection Act 1998 and are registered.

Parents/ Carers will be required to sign consent to necessary information being held.

Photographs.

The Data Protection Act 1998 affects the official use of photography by all educational settings. Written consent must be obtained from the parent of a child or young person under the age of 12.

Swallows Nest may take photographs of the children with their work to be included as evidence in the child’s Learning and Development. Photographs will only be taken on the Swallows Nest camera which will be kept in a locked cupboard when not in use.

Written consent will be obtained from parents.

Swallows Nest will obtain specific written consent from parents before photographs of their child are used for any other purpose.

Useful Information and Data protection registration/exemption – www.ico.gov.uk

This policy has been adopted by Swallows Nest Pre-school

Signed on behalf of the setting by:

.....(Chairperson)(Joint Manager)

Date:.....(Joint Manager)

