



## Confidentiality Policy

At Ditton Church Pre-School it is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality early years care and education at our Pre-School.

We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children. However, some parents sometimes share information about themselves with other parents as well as staff; the setting cannot be held responsible if information is shared beyond those parents whom the person has “confided” in.

At the same time, we expect that all visitors to the setting respect the confidentiality of the staff and their personal lives and do not discuss any Pre-School children outside of the setting.

We keep two kinds of records on children attending our Pre-School. These are:

### 1. **Developmental records**

- These include observations of children at the Pre-School, samples of their work, summary developmental reports, records of achievement and photographs
- They are kept in a lockable filing cabinet and can be accessed, and contributed to, by staff and the child's parents
- Any request to view a child's file must be made by the child's parent to the child's Key Person
- Parents/guardians have access to the files and records of their own children but do not have access to information about any other child

### 2. **Personal records**

- These include registration and admission forms, signed consents, and correspondence concerning the child or family. It also relates to reports or minutes from meetings concerning the child from other agencies and observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters
- These confidential records are stored in a lockable file or cabinet and are kept secure by the Pre-School Supervisor and Pre-School Administrator. All confidential records held on a computer are password protected



- All confidential material will be shredded when no longer required in line with KCC guidelines (Information Management Toolkit Early Years Provision Version April 2019)
- Staff will not discuss personal information given by parents routinely, with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person
- Parents/guardians do not, however, have an automatic right of access to child protection records

**Other Records**

Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.

**Legal Framework**

- Data Protection Act 1998
- Human Rights Act 1998
- Data Protection Act and General Data Protection Regulation 2018

**Please also see Online Safeguarding Policy and Social Networking Procedure**

**This policy was adopted by the:** Ditton Church Pre-School Management Committee

**Date:** March 2024

**Signed on behalf of the Management Committee:** .....

**Role of signatory:** Chair of Management Committee

**Next review date:** March 2025

