

CONFIDENTIALITY POLICY

It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality care and education. An employee/volunteer of the setting may in the course of his/her duties gain knowledge of or have access to personal information relating to children and families and/or other members of staff. It is a condition of employment that it is expected that all staff/volunteers understand the importance of respecting this information in a discreet and confidential manner.

In order to achieve this:

- Parents have ready access to the files and records of their own children but do not have access to information about any other child.
- Barton Preschool keeps confidential information and records securely locked away in the preschool office in line with the Data Protection Act 1998 and the Freedom of Information Act 2000. Please see our separate Data Handling and Retention Policy for further information.
- Staff will not discuss personal information given by parents 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.
- If staff talk to parents about any causes for concern, e.g. unsociable behaviour, this should be done out of hearing of the child(ren) in question, other children and their parents/carers.
- 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.
- Personal information about children, families and staff is kept securely in a lockable file whilst remaining as accessible as possible.
- Medical information held on file may be made available to the General Practitioner or Hospital Doctor in the case of an emergency.

Reviewed and updated 15th August 2015



Reflecting on Quality

committed to improvement

Barton-le-Clay Pre-School, Our space, Manor Road, Barton-le-Clay, Bedfordshire, MK45 4NS, Tel: 01582 883 238

Web: www.bartonpreschool.org, Email: bartonpreschool@aol.com



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- If telephone requests are made for information the recipient should take the name, telephone number and agency and make a return call with such information as may be given, subject to this or any other relevant procedural note.
- When a written request is made for personal files we will take into account data protection rules when disclosing records that refer to third parties
- In certain circumstances, where a child is considered to be at risk, information may be passed to the relevant authorities without parental consent.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students on recognised qualifications and training, when they are observing in the setting, are advised of our confidentiality policy and required to respect it.
- Written material about children and families should be maintained for 7 years and then should be shredded before disposal.
- Any breach of confidentiality could have serious consequences for the person concerned. Confidentiality must be brought to the attention of all staff/volunteers on appointment. A confidentiality agreement should be signed and dated by each individual staff member/volunteer to be retained with their application and acceptance details.

Confidentiality and social networking

- Barton le Clay Pre-School takes a professional approach to confidentiality and the privacy of family life. Our policy is that staff do not make or accept invitation to become online friends with parents or other family carers on any social networking site. This policy also applies to all students and regular helpers.
- Facebook, Twitter and other networking sites or personal blogs are a public form of communication. In their non work time, staff, students or helpers remain responsible for taking care not to post anything online that breaks confidentiality about children, families or colleagues, or information that could damage the reputation of the pre-school.

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Relationships with parents

Staff must acknowledge that our families need to be confident that we draw a clear line between our work and our personal life. It is our policy that staff should not become online friends with any parents so that the professional boundaries are maintained.

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Signed: 
Charlie Wardle – Manager

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